

Otis College of Art and Design

Alcohol and Drug-Free Program

## Biennial Review

September 1, 2014-August 31, 2016

## EXECUTIVE SUMMARY

The Drug-Free Schools and Campus Regulations (EDGAR Part 86) 1989 requires that an institution of higher education which receives federal funding conduct a biennial review of its Alcohol and Other Drug policies and programs for the purpose of determining the efficacy and consistency of sanction enforcement and identifying and implementing changes as necessary.

The regulations further direct that the institution has developed and implemented a program designed to prevent the illicit use or distribution of alcohol and illicit drugs by students and employees. This program must include annual notification of the following:

- Standards of conduct.
- A description of sanctions resulting from a violation of federal, state, and local law as well as campus policy.
- A description of the health risks associated with AOD use.
- A description of treatment options
- Develop a sound method for distributing this information to every student and staff member each year.

The Alcohol and Other Drug (AOD) Biennial Review Committee\* at Otis College of Art and Design approaches their work with two objectives. (1) First, the committee assesses the effectiveness of campus alcohol and other drug policies and programs as well as identifies areas that need improvement; and (2) second, it examines the enforcement of disciplinary sanctions for people who violate the standards of conduct as outlined within the college's codes of student conduct.

Otis College of Art and Design meets the requirements of the Drug-Free Schools and Communities Act by maintaining current policies for students, faculty, and staff. These policies outline expectations and responsibilities for these groups around the issue of alcohol and other drugs, a description of sanctions for misuse which are applied fairly and consistently through established policy and procedure, and a description of resources for treatment. Students receive email notification addressing AOD issues twice each academic year (once a semester). Faculty and staff receive email correspondence about these issues on a yearly basis, as well as during New Hire Orientation.

Members of the College's Division of Student Success - including the Offices of Student Affairs, Student Activities, Residence Life and Housing, Safety and Security, Student Conduct, Human Resources and Development, and the Student Health and Wellness Center - have reviewed the College's policies and procedures related to alcohol and other drugs in the process of verifying compliance with both the spirit and letter of the Drug-Free Schools and Communities Act.

## **MITIGATING THE CONSEQUENCES OF ALCOHOL AND OTHER DRUG ABUSE AMONG STUDENTS—COMPONENTS OF THE COLLEGE’S APPROACH**

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### **A. PREVENTION**

#### First -Year Students/Incoming New Students

1. Residence Hall Programming with educational content related to AOD issues.
2. Ongoing enforcement of the Alcohol and Drug Policy.
3. Dissemination of the College’s Alcohol and Drug policies via residence hall orientations, student handbook, academic orientations, and email notification from the Office of Student Affairs.
4. Mandatory sexual assault online training that introduces the role of alcohol and other drugs in sexual assault.

#### All Students

1. Educational programming related to AOD issues including guest speakers and alcohol screening.
2. Regular campus programming facilitated by Student Activities and Residence Life and Housing directed toward students who wish not to use alcohol or substances. Some examples of these programs include:
  - Residence Hall Floor Programming
  - Large-scale evening and weekend alcohol-free events on campus
  - Strategically identifying “high-risk” weekends to program around such as Halloween.
3. Train Resident Assistants on how to address or respond to acute alcohol and drug intoxication.

#### Off-Campus Students

1. Continue to message community expectation and norms both on and off campus.

### **B. RESPONSIVE MEASURES**

1. Resident Assistants and Residence Life staff is trained in the identification of students at risk of alcohol toxicity and can secure a rapid response from Otis College’s Safety and Security as well as local Emergency Services.
2. The College’s medical and counseling staff is skilled and experienced in identifying and assisting individuals with any alcohol and substance abuse.
3. The College’s CARE Team provides ongoing training for staff and faculty regarding the identification of distressed students – including those in the midst of alcohol or illicit drug abuse – and information regarding the

resources available for these students. An on-line form was created to facilitate the identification of students of concern at <http://www.otis.edu/forms/students/student-incident-report/>

4. Students who are documented as having violated the College's Code of Student Conduct for alcohol and other drugs are referred to Student Conduct and participate in the student conduct process.
5. The College provides **amnesty** to reporting parties who may be hesitant to report to College officials because they fear that they may be accused of minor policy violations, such as underage drinking, at the time of the incident. To encourage students to offer help and assistance to others, the College pursues the policy of amnesty for minor violations when students offer help to others in need (bystander intervention). At the discretion of the Associate Dean of Student Affairs, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.
6. The College has a **Safe Harbor** rule for students. The College believes that students who have drug or addiction problem deserve help. If any College student brings their use, addiction, or dependency to the attention of College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. However, if a student's addiction/dependency on alcohol, other drugs, or both results in behavior that threatens the safety and security of the surrounding community, a student conduct process may be pursued.

## **MITIGATING THE CONSEQUENCES OF AOD USE AMONG FACULTY AND STAFF**

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Otis College is a drug-free environment. The College will not tolerate any manufacture, distribution, dispensation, sale, purchase, possession, offer to sell, or use of any illegal drugs (as defined by the statutes of the state of California) in any Otis College facility or at any Otis College function. Any staff/faculty found to have violated this policy will be subject to arrest and disciplinary action in accordance with the Code of Conduct Policy. Faculty and Staff are given access to their respective handbooks, and they are available at all times online at:

*For Staff:*

<http://www.otis.edu/human-resources-development/staff-policies>

*For Faculty:*

<http://www.otis.edu/faculty-handbook>

Additionally, Otis College faculty and staff have access to the Employee Assistance Program (EAP) through Aetna. Programs treat each person as individual clients and strictly adhere to

the confidential rights of clients in accordance with federal and state laws and College policies. Programs can be accessed here:

Employee Assistance Program (EAP)  
Phone: 1-800-238-6232  
Web: [www.AetnaEAP.com](http://www.AetnaEAP.com)  
Otis' company ID: EAP4OTIS

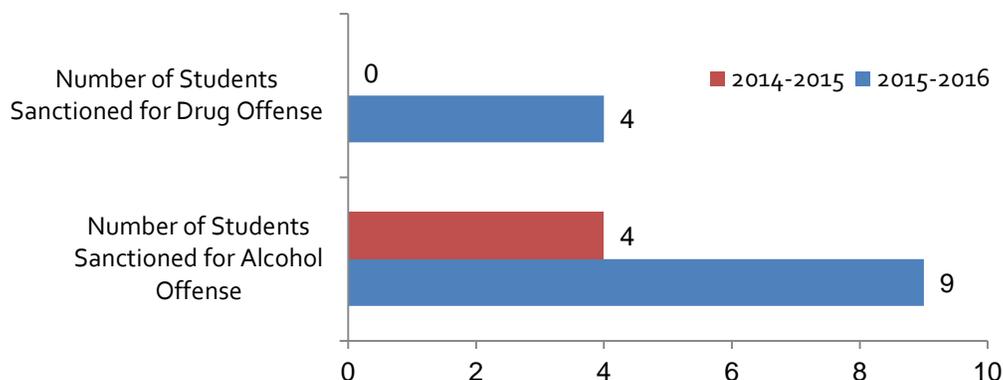
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### **CONSISTENT ENFORCEMENT OF SANCTIONS FOR ALCOHOL AND SUBSTANCE ABUSE AMONG STUDENTS**

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The College's Office of Student Conduct seeks to foster student accountability in areas including violation of the College's Alcohol and Other Drug Policy. Student Conduct maintains a balanced and consistent approach to students in determining a student's responsibility for violation of policy. Statistics for the previous two years for violations of the policy follow:

Student Conduct Data Relating to Alcohol and Drug Sanctions



Alcohol and Other Drug sanctions have included educational programs such as an online Alcohol Education intervention as well as *Marijuana 101*, another online education program that addresses marijuana use. Policy review papers, as well as the student's reflection on individual behavior, have served as other educational sanctions with the goal of address student behavior and enforcing expectations. Multiple and egregious conduct incidents related to alcohol and other drugs would be reviewed for suspension from housing and or the college as a whole.

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### **COMMENTS ON THE EFFICACY OF THE COLLEGE'S APPROACH TO THE ISSUE OF DRUG AND ALCOHOL ABUSE – FUTURE DIRECTIONS**

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Otis College has a genuine institutional interest in creating a campus culture in which:

1. The high prevalence of alcohol and substance use/misuse among the college student population is acknowledged and a topic of earnest and open discussion.

2. Students and the larger campus community are the recipients of effective educational efforts intended to provide knowledge about the scope of the issue and the social, health, and legal issues associated with alcohol and other drug use.
3. Students actively engage in self-reflection in their personal decision-making regarding the use of alcohol and other drugs.
4. The harmful impacts of use are minimized for individuals and the community.
5. All segments of the community – students, faculty, and staff– are engaged and mobilized in efforts to affect these outcomes.

**IMPORTANT STEPS FOR THE COLLEGE TO UNDERTAKE OVER THE NEXT BIENNIUM (2016-2018) INCLUDE THE FOLLOWING:**

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1. Articulate the College's understanding of alcohol and substance use as an important determinant of the quality of life for the campus and larger community.
2. Review the Alcohol and Other Drug Policy within each protocol document for students, staff, and faculty, ensuring consistency to key audience members.
3. Explore participating in national benchmark surveys, i.e. American College Health Association – National College Health Assessment II (ACHA-NCHA II), regarding alcohol and other drug use to design and implement effective prevention strategies.
4. Consider creating a peer health education program to promote healthy behaviors relating to alcohol and other drugs through presentations, discussions, panels, workshops, health fairs, and health awareness weeks.
5. Reduce risk factors and harm-doing caused by alcohol and other drugs through bystander intervention programming.
6. Student Health and Wellness Center and Student Counseling Services will consider the following:
  - Host an annual campus-wide alcohol awareness event to better educate students on drinking alcohol responsibly.
  - Begin screening, informing, and monitoring all patients for alcohol and other drug use during an office visit (using the AUDIT screening tool).
  - Explore the creation of a smoking cessation program that is multi-disciplinary consisting of physician management, psychological support, medical nutrition therapy, and nurse educators.
7. Incorporate motivational interviewing for students who violate alcohol and drug-free policy—work with Student Conduct on how to integrate this into the student conduct process.
8. Develop campus-community partnerships involving multiple sectors of each: student health services, safety and security, faculty, staff, students, administrators,

residence life, and parents/family—with a focus on multi-faceted education, awareness and prevention efforts.

9. Increase visibility of resources and referrals for students and employees with information about support education and or treatment community resources.
10. Require all new students to complete an online course (AlcoholEdu) that introduces students to the physiology of alcohol, describing common scenarios that they may encounter on campus, and empower students to be active bystanders and utilize Otis College's resources.
11. Define specific, measurable goals for student education and outcomes related to the use of alcohol and other drugs.
12. Assess the effectiveness of student intervention efforts. Use the knowledge gained in the assessment processes to inform and refine future direction.
13. Use student investment, input, and energy in each facet of this work.

## APPENDIX A

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### *Resources, Statements, and Policies Related to Alcohol and Other Substances*

#### **Offices and Resources**

- **Office of Student Affairs** | 310-665-6960  
<http://www.otis.edu/student-affairs>
  
- **Student Health and Wellness Center** | 310-846-5738  
Individual health assessments and screening related to alcohol and other drug use.  
<http://www.otis.edu/student-health-wellness-center>
  
- **Student Counseling Services** | 310-846-5738  
Individual and Group Therapy for issues related to AOD, outreach efforts directed toward education and harm reduction relating to AOD.  
<http://www.otis.edu/student-health-wellness-center/student-counseling-services>
  
- **Student Conduct**, Associate Dean of Student Affairs | 310-665-6967  
<http://www.otis.edu/student-affairs/conduct-student-responsibility>
  
- **Campus Safety and Security**, Chief of Safety and Security | 310-665-6965  
<http://www.otis.edu/campus-safety>

#### **Policies and Reports**

- **Clery Report – 2016 Campus Crime Statistics:**  
[https://www.otis.edu/sites/default/files/Clery%20Act%202016%20%20Campus%20Crime%20Statistics%20and%20Drug%20Free%20Schools%20Act\\_0.pdf](https://www.otis.edu/sites/default/files/Clery%20Act%202016%20%20Campus%20Crime%20Statistics%20and%20Drug%20Free%20Schools%20Act_0.pdf)
  
- **Student Alcohol and Other Drug Policy**  
<http://www.otis.edu/sites/default/files/Otis-Catalog-and-Handbook.pdf>
  
- **Alcohol Policy – Faculty**  
<http://www.otis.edu/faculty-handbook>
  
- **Alcohol Policy – Staff**  
<http://www.otis.edu/human-resources-development/staff-policies>
  
- **Policy on a Drug-Free Workplace**  
Can be found in the Annual [Clery Report](#), [Faculty Handbook](#), and [Staff Handbook](#)

- ***Code of Student Conduct***  
located in the Student Handbook, [The Hoot](#)
- ***Amnesty Program***, located in the Student Handbook, [The Hoot](#)
- ***Safe Harbor***, located in the Student Handbook, [The Hoot](#)

### **Committee Members**

- Vice President for Human Resources and Development
- Associate Dean of Student Affairs
- Assistant Dean of Students
- Chief of Safety and Security
- Director of Residence Life and Housing
- Registered Nurse, Student Health and Wellness