

Biennial Review of Paris Junior College's Alcohol and Other Drug Prevention Program

Paris - Greenville - Sulphur Springs

Dates Reviewed:

Fall 2020 - Spring 2021

Fall 2021- Spring 2022

Fall 2022 – Spring 2023

Revised and updated: October 2023

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Introduction to Biennial Review

The Drug Free Schools and Campus Regulations (EDGAR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires an institution of higher education (IHE) to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of its activities. At a minimum, each IHE must annually distribute the following to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
- A description of the legal sanctions under university, local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students.
- A clear statement that the IHE will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.
- The biennial review must also include a determination as to:
- The number of drug and alcohol related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and type of sanctions the IHEs imposed on students and employees as a result of the violations.

Biennial Review Team

The Biennial Review Team (BRT) is responsible for reviewing annual data collected by the Director of Institutional Research, Chief of Police and Director of Student Life relating to drug and alcohol abuse and prevention and conducts the Biennial Review of the Drug and Alcohol Abuse Prevention Program at Paris Junior College. The BRT is chaired by the Vice President of Student Access and Success and membership includes, the Director of Student Life, Director of Human Resources, Chief of Campus Police, Director of Financial Aid, Veterans Affairs, Director of Institutional Research and the president of the Student Government Association.

2023 Review Team Members include:

Sheila Reece, Vice President, Student Access & Success
Shane Boatwright, Chief, Campus Police
Melanie Hatcher, Director, Human Resources
Dr. Jaquelyn Messinger, Director, Institutional Research
Kimberly Herron, Director, Financial Aid
Kenneth Webb, Director, Student Life

The major task of the Biennial Review Team will be to oversee the Alcohol and Other Drug (AOD) Prevention Program. This team is responsible for reviewing the requirements and goals of the Drug-Free Schools and Campuses Regulations [EDGAR Part 86] and collects campus information to evaluate the program, review publications, and create the biennial review including recommendations for future action.

The intention of this document is to meet the legal requirements of conducting a biennial review and also summarize the programs and activities related to alcohol and drug prevention on Paris Junior College campus during the 2020 - 2021, 2021- 2022 and 2022 - 2023 academic years.

Availability of Biennial Review

The Biennial Review will be kept on file in the Vice President for Student Access and Success office. The Review is available to students, applicants, parents, employees and the general public. Access to the Biennial Review will be found on the Student Information web page and will be made available upon request.

Name: Sheila Reece, Vice President of Student Access and Success (Alford Center, room 105)
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Name: Kenneth Webb, Director of Student Life (Student Center, room 208) 903-782-0433

Report Findings and Recommendations

Paris Junior College is committed to maintaining a safe, healthy, lawful, and productive working and educational environment for its students and employees. PJC acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the college fulfills the requirements of the previously mentioned Federal regulations.

In May 2023, the Biennial Review Team met with the purpose of reviewing and revising the Alcohol and Drug Prevention Program to meet the requirements of the Drug-Free Schools and Campuses Regulations.

PJC used a variety of methods and tools to conduct the biennial review. All statistics used to review the Alcohol and Drug Prevention Program are listed below. These statistics are gathered without disclosing the names of those involved in compliance with the students FERPA rights. The following information was examined on May 17, 2023 for the biennial review:

- Alcohol and drug information provided to students - *see pages 3-4 and 7-8*
- Campus surveys - *see page 10*
- Athletic Policies related to Drugs and Alcohol- *see page 12*
- Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply - <http://www.parisjc.edu/downloads/student-handbook.pdf>. *Student Handbook updated August 2023. Policy updated in PJC Board Policy Manual on 5118120.*
- Student Code of Conduct - *Located in Student Handbook - No changes.*
- Paris Junior College Employee Procedures Handbook policies related to drug and alcohol use by college employees and the sanctions imposed for failure to comply. *Located online (Employee Handbook, pp.49-50) No changes.*
- Residence Life policies, office records and Campus Police office records regarding incidents that reported the use or abuse of alcohol and other drugs including sanctions and disciplinary action taken and any available information from local law enforcement -*see pages 4-6*
- Human Resource office records regarding incidents that reported the use or abuse of alcohol and other drugs including sanctions and disciplinary action taken- *see page 8*
- Clery Act reports - <http://www.parisjc.edu/index.php/pjc2/main/pjc-dps/>
- PJC Health Occupations Program Policies related to Drug and Alcohol Testing - *see page*
 - *Full policy available in section 2 of the Nursing Admissions Criteria, section 24.2 -No changes.*
- Local, State and Federal Mandates - *No changes.*
- Evaluation of programs used to assist with the prevention of alcohol and drug use and abuse that were administered during the academic years being evaluated by the biennial review - *see pages 13-15.*

PJC Alcohol and Other Drug Abuse Prevention Program Activities (2020-2021, 2021-2022 and 2022-2023)

PJC seeks to educate the college community about the effects of alcohol and illicit drugs. As a community, we believe that the sharing of knowledge can contribute to a more responsible approach to alcohol and drugs.

Fall 2020-Spring 2021

Residence Hall Fall Meeting (135 participants): The Alcohol and Other Drug Program addresses college culture, party safety, consent, healthy relationships, alcohol and drug use, misuse and abuse. Meeting held on September 9, 2020.

National Collegiate Alcohol Awareness Week was celebrated at Paris Junior College on November 17, 2020. PJC Student Activities passed out information and goodies bags through the COVID-19 Checkpoints on each of the three campuses. Due to COVID-19 we were not allowed to host an in-person presentation. The following items were passed out: 911 LIFE LINE CARDS, Click It or Ticket neck Lanyards, Be Safe, Drive Smart Chapstick, Santa is coming to town, Do not hit him bookmarks, and Save a Life Don't Drink and Drive Stickers. The Sexual Assault/Alcohol Awareness video was sent through email to all students on October 1, 2020.

Fall 2021-Spring 2022

Residence Hall Fall Meeting (209 participants): The Alcohol and Other Drug Program addresses college culture, party safety, consent, healthy relationships, alcohol and drug use, misuse and abuse. Meeting held on August 25, 2021.

National Collegiate Alcohol Awareness Week (80 participants): This week was observed October 25-29, 2021. PJC Student Activities hosted alcohol awareness tables on the Paris campus and Greenville and Sulphur Springs centers.

PJC Student Activities hosted the Alcohol Awareness Event in the Student Center Courtyard from 10:00 a.m. – 12:00 p.m. On September. Texas Department of Transportation representative came on campus and handed out pens, journals, information cards on drunk driving, and valuable information. The students played drunk bean bag toss. The students had three different pairs of goggles to choose from and once they were on, their vision was blurred by the lenses. They then had to toss the bean bag to the corn hole board. It was a good example of how their vision is impaired by the effects of alcohol. Approximately 175 students attended the event.

The PJC Spring Alcohol Awareness Event was held in March of 2022. Alcohol Awareness Campaign Materials were put out on all three campuses to remind students of the dangers of drinking and driving. It was a campaign for Spring Break Awareness. Alcohol 101 and Texas Department of Transportation both sent posters, banners and literature for the students. The data below represents the number of alcohol and drug offenses committed by students in the previous three academic years. Each offense was reviewed according to PJC's policies, and all disciplinary action taken was consistently applied based on the unique circumstances of each situation.

Fall 2022-Spring 2023

Residence Hall Fall Meeting (213 participants): The Alcohol and Other Drug Program addresses college culture, party safety, consent, healthy relationships, alcohol and drug use, misuse and abuse. Meeting held on August 31, 2022.

National Collegiate Alcohol Awareness Week (125 participants): This week was observed October 24-28, 2022. PJC Student Activities hosted alcohol awareness tables on the Paris campus and at the Greenville and Sulphur Springs centers.

PJC Student Activities hosted the Texas Department of Transportation on campus September 26, 2022 for Alcohol Awareness in the Student Center Courtyard from 10:00 a.m. – 12:00 p.m. A Texas Department of Transportation representative came out and handed out pens, journals, information cards on drunk driving, and valuable information.

The students drove a pedal car through a coned course. The students had three different pairs of goggles to choose from and once they were on, their vision was blurred by the lenses. They held demonstrations, games, and information booths for students to participate. TxDOT provided fatal vision goggles, sobriety test equipment including pedal carts for the students. TxDOT provided new equipment and activities including Distracted Driving course, Fatal Vision Goggle Bag Toss, Click It or Ticket Photo Op, and a Seat Belt Awareness game. TxDOT also provided a table set up with different public information cards and athletes and alcohol flyers. Approximately 120 students attended and participated in the event.

PJC Spring Alcohol Awareness Event was the week before Spring Break. Alcohol Awareness posters and banners were put out on all three campuses to remind students the dangers of drinking and driving.

The data below represents the number of alcohol and drug offenses committed by students in the previous two academic years. Each offense was reviewed according to PJC's policies, and all disciplinary action taken was consistently applied based on the unique circumstances of each situation.

Statement of Disciplinary Sanctions - Alcohol

Students who are in violation of the Paris Junior College Drug and Alcohol policy are subject to college disciplinary action and prosecution according to the law.

Student sanctions the college may impose for alcohol use and abuse depend on the circumstances and severity of the offense. They are:

- First possession/use of alcohol in any form by a student on the PJC campus will result, after a due process hearing, in the student being placed on disciplinary probation.
- Second possession of alcohol on the PJC campus or at a college-sanctioned event may, after a due process hearing, result in suspension for one calendar year with referral to a professional counselor.
- First offense for selling and/or distribution of alcohol may, after a due process hearing, result in suspension for one calendar year.

Fines for Violations Alcohol/Intoxicating Substances:

- First Offense \$50 fine and placed on disciplinary probation
- Second Offense \$100 fine

Incident Reports - Alcohol:

NOTE: *These incidents include both school policy violations and Federal & State violations.*

Year	Number Of Offenses	Sanctions/Outcomes
2020	0	Not Applicable
2021	0	Not Applicable
2022	0	Not Applicable

All referrals to Student Life are subject to student discipline, including fines. Even if students are issued a citation or arrested, they are still referred to Student Life regardless of criminal charges.

Statement of Disciplinary Sanctions - Illicit Drugs

Students who are in violation of the Paris Junior College Drug and Alcohol policy are subject to college disciplinary action and prosecution according to the law.

Student sanctions the college may impose for illicit drug use and abuse depend on the circumstances and severity of the offense. They are:

- First possession/use of any controlled illegal drug as defined by Texas Statutory Law on the campus of Paris Junior College or at any college-sanctioned event may result in disciplinary probation for at least one calendar year. The student's disciplinary file will reflect the probation, and he/she will be referred to a professional counselor as a condition for remaining at the institution on disciplinary probation.
- Second possession/use of any controlled illegal drug on the campus of Paris Junior College or college-sanctioned activity may result in suspension for one calendar year.
- First offense for selling and/or distributing any illegal drug as defined by Texas Statutory Law on the campus of Paris Junior College or at a college-sanctioned event may result in expulsion. Criminal charges may be filed by the institution and expulsion bars readmission to the college.

Fines for Drug Paraphernalia Violations:

- First Offense \$50 fine and possible removal from campus housing
- Second Offense \$100 fine and dismissal from school

A student may be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance

programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Incident Reports - Drugs:

NOTE: *These incidents include both school policy violations and Federal & State violations.*

Year	Number Of Offenses	Sanctions/Outcomes
2020	1	1 Referrals
2021	2	2 Arrests (Possession)
2022	0	Not Applicable

All referrals to Student Life are subject to student discipline, including fines. Even if students are issued a citation or arrested, they are still referred to Student Life regardless of criminal charges.

Faculty or Staff in violation of the Paris Junior College Drug and Alcohol Policy while on official duty or at any school-related event outside of usual working hours, shall be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the college president. An Employee need not be legally intoxicated to be considered “under the influence” of a controlled substance, and could be subject to disciplinary sanctions which may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the College District; and
- Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee must:

- Abide by the terms of this notice; and
- Notify the college president, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with College District policy.

The college will give the same consideration to persons with substance abuse problems as it does to employees having other health problems. Seeking assistance for such problems will not jeopardize an employee's job, whereas continued performance, attendance, or behavioral problems will.

Human Resources Incident Reports for Employees:

Year	Number Of Offenses	Sanctions/Outcomes
2020-2021	0	Not Applicable
2021-2022	1	No Disciplinary Action Taken
2022-2023	2	1 No Disciplinary & 1 Disciplinary Action Taken

Procedures for distributing AOD policy to Students and Employees

Students may find descriptions of the Alcohol and Other Drug Prevention Program at the Director of Student Life office on the Paris campus, and the Center Director's offices in Greenville and Sulphur Springs. All students receive the Student Handbook each semester which outlines the drug and alcohol policy.

Students were sent the policy (through electronic mail) every semester to ensure the content is conveyed to all students attending Paris Junior College.

Year	Number Of Emails
2020-2021	Sent to all enrolled students' DragonMail accounts each semester utilizing Jenzabar EX. Documented in student's notepad.
2021-2022	Sent to all enrolled students' DragonMail accounts each semester utilizing Jenzabar EX. Document in students' notepad.
2022-2023	Sent to all enrolled students' DragonMail accounts each semester utilizing Jenzabar EX. Documented in student's notepad.

A copy of the Alcohol and Other Drug Prevention Program is posted on the Paris Junior College website <http://www.parisjc.edu/downloads/consumer/alc-drugprevent.pdf>.

The college includes the Drug and Alcohol Policy in the Residence Life Handbook, Student Handbook and Employee Handbook.

Drug and alcohol abuse prevention materials was distributed to all students attending the Residence Hall orientation. The drug and alcohol educational video were shown during a mandatory residence hall orientation meeting.

<http://www.parisjc.edu/index.php/pic2/main/alcoholdrug-prevention-video>.

Students receive information about the health risk of drugs and alcohol in the EDUC/PSYC 1300 Learning Framework course. A component (one lesson) in the course is dedicated to health and wellness issues. This course is required for all new, academic students at Paris Junior College.

Academic Year	Number Of Students Completing EDUC/PSYC 1300
2020-2021	687
2021-2022	739
2022-2023	846

- Each academic year Paris Junior College provides a risk management program for members and advisors (faculty/staff advisors and student leaders) of registered student organizations on campus. Part of the program addresses topics such as; possession and use of alcoholic beverages and illegal drugs, and penalties that may be imposed for the illegal possession or use. This is a requirement outlined in the *Texas Education Code 51.9361* for all institutions of higher education in the state of Texas. Each advisor and student representative reports back to the full membership of their student organization regarding this information. This risk management training is provided annually to the advisors and members of student organizations. *Student Government Association, Phi Theta Kappa and African-American Student Union student organizations took part in this activity all three years.*
- Paris Junior College provided employees information on where to find the Drug and Alcohol Policy, and the Drug and Alcohol Abuse Prevention Program. All employees are required to sign acknowledgement forms of these terms during convocation annually. The Human Resource office maintains a record on file of each employee that has received and read the policy. Every new employee is required to complete a new employee packet prior to beginning work for the college which includes the Substance Abuse Policy that they must read and sign. A checklist is also completed to verify information is reviewed with each employee to provide an opportunity for the employee to ask questions and ensure that applicable items are covered. Employee welfare information, Drug-Free Workplace Notice, and Sources for Information on Illegal Drugs is also included in the new employee packet. All full-time employees are required to re-sign the policy at the beginning of each academic year. The Director of Human Resources conducts a review of all employees, both full-time and part- time, making sure they have read and acknowledged our Substance Abuse Policy.

Academic Year	Percentage of employees with signed acknowledgement forms.
2020-2021	100% (319 employees)
2021-2022	100% (303 employees)
2022-2023	100% (311 employees)

- The SafeColleges online program ensures PJC is using a technologically efficient system to ensure that each employee that is hired to work at PJC (with the exception of student

workers) be set up for the SafeColleges online training. Each payroll period, any newly added employee is added to SafeColleges website. All employees are scheduled to complete the following training modules: Discrimination Awareness in the Workplace, Drug Free Workplace, Sexual Harassment, and FERPA.

Academic Year	Completed the SafeColleges training modules.
2020-2021	88% of employees
2021-2022	94% of employees
2022-2023	94% of employees

- Employee prevention information is also provided via Employees Retirement System (ERS) to all employees via email. Wellness information along with access to webinars is available through this service.

Results from some of the questions on the campus survey administered to students at the end of the semester on alcohol and drugs.

“It is not dangerous to mix energy drinks and alcohol.”

Academic Year	Correct Answer to the statement is false.
2020-2021	87.7% of students responded correctly
2021-2022	85.7% of students responded correctly
2022-2023	Online training module utilized in lieu of survey. *

“A new law passed by the Texas Legislature in 2011 means that a person under 21 won't be charged by the police for possessing or consuming alcohol if the person calls 911 because someone might have alcohol poisoning.”

Academic Year	Correct Answer to the statement is true.
2020-2021	52.4% of students responded correctly
2021-2022	65.3% of students responded correctly
2022-2023	Online training module utilized in lieu of survey. *

“Marijuana may be described as a gateway drug because frequent use may lead to other high-risk behaviors such as heavy drinking or cigarette smoking.”

Academic Year	Correct Answer to the statement is true.
2020-2021	65.40% of students responded correctly
2021-2022	98% of students responded correctly
2022-2023	Online training module utilized in lieu of survey. *

“Hazing is not a crime.”

Academic Year	Correct Answer to the statement is false.
2020-2021	84% of students responded correctly
2021-2022	73.5% of students responded correctly
2022-2023	Online training module utilized in lieu of survey. *

“If a woman drinks the same amount of alcohol as a man, it will have the same effect.”

Academic Year	Correct Answer to the statement is false.
2020-2021	82.6% of students responded correctly
2021-2022	69.4% of students responded correctly
2022-2023	Online training module utilized in lieu of survey. *

Academic Term	*Online Training Module Participation Rates
Fall 2022	4,425 in cohort/286 completed module/6.5%
Spring 2023	3,951 in cohort/162 completed module/4.1^%

Note: Completion rates were not satisfactory; a return to the original survey format is planned.

Programs and Services to Reduce Alcohol and Drug Use

The administration at Paris Junior College works to ensure that the college is a healthy and safe environment in several ways.

- Student Activities offers a variety of programs to promote healthy lifestyles and substance-free alternatives (i.e. movie night, bowling, and other recreational activities). In addition, the Baptist Student Ministry and The Wesley Center are located adjacent to the campus in the Religious Activities Center to support students. The Advising & Counseling office serves as a resource for students that may be experiencing distress. Referrals are available for individuals that warrant outpatient and inpatient care. These same services are mirrored and available for employees when referred by Human Resources.
- Judicial services at Paris Junior College are rendered primarily by the Director of Student Life. Sanctions are imposed in line with the severity of the incident and range from verbal warnings to expulsion. The primary objectives of these practices are to ensure the individual right to a healthy, safe and legal campus environment while making sure that those who do not conform to social norms expected of Paris Junior College students are disciplined and, if need be, are removed from the college.
- The primary goals of the Campus Police are to ensure a safe, secure campus environment for students and employees, and help enforce the College rules and regulations. The Paris Junior College Campus Police monitors the campus in such a way that the students and employees know they are available, if needed. They monitor and observe in an awareness mode so that unhealthy, unsafe, and illegal actions are prevented or curtailed if possible.
- A student housing supervisor lives in the residence halls with the students. The position provides adult leadership as they enforce residence hall policies. When a student will not conform to residence hall rules and regulations, Campus Police is notified. The Director of Student Life is contacted regarding any physical maintenance problems and/or student issues that arise. By adhering to aforementioned protocols, Paris Junior College residence hall personnel actively promote and ensure a healthy, safe, and legal campus environment.
- Athletic programs at Paris Junior College are a vital part of campus life and strive to promote healthy living and prevention. The Alcohol & Other Drug Prevention Program requires student athletes to adhere to a code of conduct that prohibits the use/possession of illegal drugs or alcohol on campus and each athlete is required to sign an agreement "Expectations and Goals of Paris Junior College Student-Athlete" each year. The coaches are instrumental in cultivating an environment that promotes high morals and character by serving as positive role models for student athletes. Mental and physical fortitude, good sportsmanship, and respect for authority are characteristics of these student athletes, which promotes a norm for a healthy and safe campus.
- Human Resources are committed to raising awareness and educating employees regarding the negative impact of alcohol and drug abuse through annual training during employee/staff development days. The Human Resources office, in collaboration with the college counselor, works closely with mental health professionals in the area to help get employees the necessary help to deal with drug, alcohol and other substance abuse problems. All newly hired employees receive a wellness package and are made aware

of the college's drug and alcohol policy, and Alcohol & Other Drug Prevention Program. Human Resources strive to address concerns of employee wellness while working to maintain a safe environment for the college community.

- Health Occupations adheres to all policies of clinical facilities that the college requires for student clinical learning experiences. Many clinical facilities require drug testing and criminal background screening of all students. This policy governs the drug testing and criminal background screening for Health Occupations students.
- Alcohol and Other Drugs advertising on campus is prohibited. All flyers on campus require approval by the Student Life Office on the Paris campus, or the Center Directors at the Greenville and Sulphur Springs Centers, which ensure compliance with established policies and procedures of the College. Signs and posters are found throughout the campus environment with prevention messages for students to view. Campus Police and Judicial Officer ensure compliance with established policies and procedures of the college.
- In an effort to ensure the safety of Paris Junior College students, faculty and staff, the institution has developed a Board approved policy requiring prospective residence hall occupants undergo a comprehensive, criminal background check before being admitted as a resident. The policy aids college staff in determining whether or not a prospective resident should be allowed to live on campus.

AOD Prevention Program Strengths

- Student AOD Prevention Programs have been developed to change the environment on campus and in the community.
- Policy indicates that drugs and alcohol are not allowed on campus.
- Policy indicates that marketing and advertising drugs and alcohol is not allowed on campus.
- The administrative team at Paris Junior College provides leadership and support in prevention efforts.
- Paris Junior College is intentional about involving students in the shared governance to promote a culture that reduces drug and alcohol use.
- The Human Resources Office facilitates offering services to employees that promote health and wellness to prevent excessive use of alcohol through SafeColleges training.
- The Human Resources Office continues to ensure employees are aware that assistance is available through referral for those who may have a problem with alcohol and other drugs annually.
- Administration ensures every student has access to a Student Handbook which includes the drug and alcohol policy. Student Handbooks are handed out in every class the first two-weeks of each semester. This includes every online course on the landing page (e.g. Blackboard online platform). A link to the Student Handbook appears on the log-in page prior to logging in to a course.
- AOD information has been added to New Student Orientation.
- Documentation is recorded in Jenzabar EX (student's notepad) as to when the AOD/Title IX email has been sent.

- As a result of the policy requiring prospective residence hall occupants to undergo a criminal background check, criminal interaction with students, particularly those who live in residence halls, has diminished, including interactions with drug and alcohol violations.

AOD Prevention Program Weaknesses

- Need to improve widespread presentation of AOD educational programs for non-residential students at all three locations.
- Not all employees participated in the Drug-Free Workplace Training course administered through modules with SafeColleges. Goal is to have 100% complete the annual training.

Recommendations for Paris Junior College's AOD Prevention Program

- Continue administering a Paris Junior College student survey, and make adjustments based on survey results.
- Add new survey questions to the Student Satisfaction Survey concerning awareness of AOD policy and awareness/participation of AOD student activities.
- Send a DragonMail to all students making them aware of when AOD student activities are scheduled.
- Evaluate the AOD student activity once it is completed.
- Provide face-to-face presentations of the AOD program to inactive student organizations.
- Better AOD signage around campus.
- Improve record keeping in the student AOD program activities so accurate reports and evaluations can be done as to the effectiveness of the program.
- Community outreach to engage guest speakers presenting to the students and employees about AOD awareness.
- Distribute AOD information materials received from TxDOT in the Advising & Counseling Office, Director of Student Life Office, the Human Resources Office, as well as all distance locations.
- Disseminate the Drug and Alcohol Policy and the Drug and Alcohol Abuse Prevention Program email to faculty/staff.
- Human Resources Office will notify the appropriate Vice President about employees who have not completed their SafeColleges training.
- SafeCollege training for students needs to be embedded with our Learning Frame Works class for more participations.

Review of AOD Program

- There is an AOD Prevention Program in place directed towards the prevention of illicit drugs and the misuse of alcohol and drugs. The program provided students and employees with an appropriate and comprehensive continuum of alcohol and other drug related education, prevention, intervention, and counseling and referral services.
- The AOD Prevention Program describes the legal sanctions under federal, state, and local law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- The AOD Prevention Program gives a clear statement of sanctions the college will impose on students and employees for violations of the standards of conduct.
- The AOD Prevention Program contains a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- The college has resources available to those seeking help with alcohol or drug problems.
- The college distributes its AOD Prevention Program to all employees and students.
- The AOD Prevention Program has guidelines for preparing the Biennial Review and determining the program's effectiveness, consistency of policy enforcement, and measures to identify necessary program changes.

Next Scheduled Review by the Alcohol & Other Drug Prevention Program Biennial Review Committee is May 2024 for the annual review and Fall 2024 for the biennial review and report.

Approved: *Tamela Anglin*

Date: *10/1/2023*