

Appendix 2

PART 86 COMPLIANCE CHECKLIST

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? Yes No
 If yes, where is it located? Student Guide to University Life
Faculty/Staff Handbook, General Catalogue HR Website

2. Does the institution provide *annually to each employee and each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
 - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities
 Students: Yes No Staff and Faculty: Yes No
 - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
 Students: Yes No Staff and Faculty: Yes No
 - c. A description of applicable legal sanctions under local, state, or federal law
 Students: Yes No Staff and Faculty: Yes No
 - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs
 Students: Yes No Staff and Faculty: Yes No
 - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions
 Students: Yes No Staff and Faculty: Yes No

3. Are the above materials distributed to students in one of the following ways?
 - a. Mailed to each student (separately or included in another mailing)
 Yes No
 - b. Through campus post offices boxes
 Yes No
 - c. Class schedules which are mailed to each student
 Yes No
 - d. During freshman orientation
 Yes No
 - e. During new student orientation
 Yes No

f. In another manner (describe) _____

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?
Yes No

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes No

6. Are the above materials distributed to staff and faculty in one of the following ways?

a. Mailed
Staff: Yes No Faculty: Yes No

b. Through campus post office boxes
Staff: Yes No Faculty: Yes No

c. During new employee orientation
Staff: Yes No Faculty: Yes No

d. In another manner (describe) Available on University Counsel (for faculty)
→ HR (for staff) websites

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?
Staff: Yes No Faculty: Yes No

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
Staff: Yes No Faculty: Yes No

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

a. Conduct student alcohol and drug use survey
Yes No

b. Conduct opinion survey of its students, staff, and faculty
Students: Yes No Staff and Faculty: Yes No

c. Evaluate comments obtained from a suggestion box
Students: Yes No Staff and Faculty: Yes No

d. Conduct focus groups
Students: Yes No Staff and Faculty: Yes No

e. Conduct intercept interviews
Students: Yes No Staff and Faculty: Yes No

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees
Students: Yes No Staff and Faculty: Yes No

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees
Students: Yes No Staff and Faculty: Yes No

h. Other (please list)

10. Who is responsible for conducting these biennial reviews?

The Coordinator for the AOD is point person.
The Division of Student Life, HR, & General Counsel's office review and provide updates and input.

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review? Yes No

12. Where is the biennial review documentation located?

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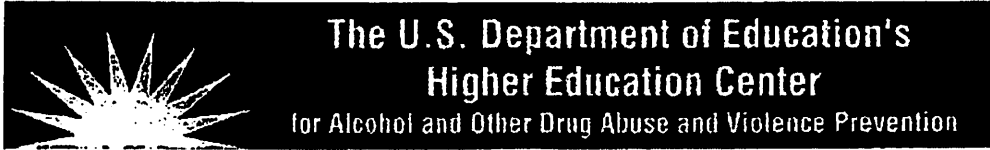
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13. Comments

Appendix 6



SUPPLEMENTAL CHECKLIST¹ Drug-Free Schools and Campuses Regulations (EDGAR Part 86)

The Drug-Free Schools and Campuses Regulations require an institution of higher education (IHE) to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. **Failure to comply with the Drug-Free Schools and Campuses Regulations may forfeit an institution's eligibility for federal funding.**

EDGAR Part 86 establishes a set of minimum requirements for college substance use programs. Colleges and universities may have additional obligations under state law, including recent court decisions in lawsuits brought against IHEs by college and university students and employees. Consultation with an attorney knowledgeable in this area is highly recommended.

A. Description of the AOD Program Elements

1. Alcohol-Free Options

How does your campus provide an environment with alcohol-free options? Please check all that apply:

- Alcohol-free events and activities are created and promoted.
 - Student service learning or volunteer opportunities are created, publicized, and promoted.
 - Community service work is required as part of the academic curriculum.
 - The campus offers a student center, recreation center, coffeehouse, or other alcohol-free settings.
 - The student center, fitness center, or other alcohol-free settings have expanded hours.
 - Nonalcoholic beverages are promoted at events.
 - Does not promote alcohol-free options.
 - Other: _____
- _____
- _____
- _____

Examples of campuses that offer alcohol-free options can be found at www.higheredcenter.org/ideasamplers: Pennsylvania State University, Ohio State University, and University of North Carolina.

¹ This checklist can be found online at www.higheredcenter.org/dfsca/supp-checklist.html.

2. Normative Environment

How does your campus create a social, academic, and residential environment that supports health-promoting norms? Please check all that apply:

- College admissions procedures promote a healthy environment.
 - The academic schedule offers core classes on Thursdays, Fridays, and Saturdays.
 - Exams/projects increasingly require class attendance and academic responsibility.
 - Substance-free residence options are available.
 - The campus encourages an increase in academic standards.
 - Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol use.
 - Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to illicit drug use.
 - Faculty are encouraged to engage in a higher level of contact with students.
 - Students are educated about misperceptions of drinking norms.
 - Student leadership (e.g., orientation leaders, resident assistants, fraternity and sorority members, athletes, student organizations) promotes positive, healthy norms.
 - Students have opportunities to advise and mentor peers.
 - Pro-health messages are publicized through campus and community media channels.
 - Does not promote a normative environment.
 - Other: _____
-
-
-
-

Examples of campuses that promote a normative environment can be found at www.higheredcenter.org/ideasamplers: Santa Clara University, Northern Illinois University, and University of Arizona.

3. Alcohol Availability

How does your AOD prevention program limit alcohol availability? Please check all that apply:

- Alcohol is banned or restricted on campus.
- Alcohol use is prohibited in public places.
- Delivery or use of kegs or other common containers is prohibited on campus.
- Alcohol servers are required to be registered and trained.
- Server training programs are mandatory.
- Guidelines for off-campus parties are disseminated.
- The number and concentration of alcohol outlets near campus are regulated.
- The costs of beer and liquor licenses are raised.
- The days or hours of alcohol sales are limited.

- The container size of alcoholic beverages is reduced.
- Alcohol is regulated by quantity per sale.
- Keg registration is required.
- State alcohol taxes are increased.
- Does not limit alcohol availability.
- Other: _____
- _____
- _____
- _____

Examples of campuses that limit alcohol availability can be found at www.higheredcenter.org/ideasamplers: Lehigh University, Michigan State University, and University of Colorado.

4. Marketing and Promotion of Alcohol

How does your AOD prevention program limit marketing and promotion of alcohol on and off campus? Please check all that apply:

- Alcohol advertising on campus is banned or limited.
- Alcohol industry sponsorship for on-campus events is banned or limited.
- Content of party or event announcement is limited.
- Alcohol advertising in the vicinity of campus is banned or limited.
- Alcohol promotions with special appeal to underage drinkers is banned or limited.
- Alcohol promotions that show drinking in high-risk contexts is banned or limited.
- Pro-health messages that counterbalance alcohol advertising are required.
- Cooperative agreements are endorsed to institute a minimum price for alcoholic drinks.
- Cooperative agreements are endorsed to limit special drink promotions.
- "Happy hours" is eliminated from bars in the area.
- The sale of shot glasses, beer mugs, and wine glasses at campus bookstores is banned.
- Does not restrict marketing and promotion of alcohol.
- Other: _____
- _____
- _____
- _____

Examples of campuses that limit marketing and promotion of alcohol can be found at www.higheredcenter.org/ideasamplers: Baylor University, University of Minnesota, and University at Albany, State University of New York.

5. Policy Development and Enforcement

How does your AOD prevention program develop and enforce AOD policies on and off campus? Please check all that apply:

- On-campus functions must be registered.
- ID checks at on-campus functions are enforced.
- Undercover operations are used at campus pubs and on-campus functions.
- Patrols observe on-campus parties.
- Patrols observe off-campus parties.
- Disciplinary sanctions for violation of campus AOD policies are increased.
- Criminal prosecution of students for alcohol-related offenses is increased.
- Driver's licensing procedures and formats are changed.
- Driver's license penalties for minors violating alcohol laws are enforced.
- Sellers/servers are educated about potential legal liability.
- ID checks at off-campus bars and liquor stores are enforced.
- Penalties for sale of liquor to minors are enforced.
- Laws against buying alcohol for minors are enforced.
- Penalties for possessing fake IDs are enforced.
- Undercover operations are used at retail alcohol outlets.
- DUI laws are enforced.
- Roadblocks are implemented.
- Open house assemblies are restricted.
- Dram shop laws that apply legal action for serving intoxicated drinkers or minors are established.
- Does not develop or enforce AOD policies.
- Other: _____

Examples of campuses that increased enforcement of policies and laws can be found at www.higheredcenter.org/ idea samplers: Boston College, University of Oregon, and West Texas A&M University.

B. A Statement of AOD Program Goals and a Discussion of Goal Achievement

Please state your AOD program goals:

So as to foster the personal health & development of students & to assist
in the establishment of an environment which is wholesome for the growth of
students, Valparaiso University seeks & supports a campus environment in which
there is abstinence from underage drinking & use of illicit drugs

(Sample: The following AOD prevention goals were written in 1995 by the Substance Abuse Education Initiatives: (1) Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse. (2) Provide ongoing education for members of the campus community for the purpose of preventing alcohol abuse and other drug use. (3) Provide a reasonable level of care for substance abusers through counseling, treatment, and referral. (4) Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical, and physical well-being of the members. (5) Be vocal and visionary in combating the negative issues surrounding alcohol and other drug use and abuse on campus.

Please describe how the program's goals were achieved:

Using Evidence based policies & procedures students have early & consistent access to prevention, intervention, & alternative programming. These include on-line modules, brief feedback, Late Night Programming, clinical care, peer education, Motivational Interviewing and collaborative events.

Examples of specific program goals are demonstrated by the latest awardees of the Alcohol and Other Drug Prevention Models on College Campuses Grant Competition; please see www.higheredcenter.org/grants.

C. Summaries of AOD Program Strengths and Weaknesses

What are the strengths and/or weaknesses of your AOD prevention program?

Weakness- Budget limitations specifically in regards to continuing to provide a variety of late night programming.

Strength: Collaborations w/ high risk groups; evidence based assessment tools that are incorporated and promoted across campus and licensed practitioners w/ strong referral sites for students in need.

D. AOD Policy*

1. Policy Contents

What information do you distribute to employees and students (taking one or more classes for academic credit, not including continuing education)? Please check all that apply:

- A description of the health risks associated with alcohol abuse and the use of illegal drugs.
- A description of applicable legal sanctions under local, state, and federal laws.
- A description of any treatment, counseling, rehabilitation, or re-entry programs available at your institution.
- A statement of the institution's disciplinary measures regarding alcohol and illegal drug use by students and employees.

Other AOD policy-related information: _____

We do not have an AOD policy.

2. Policy Distribution

Where does your institution publicize its alcohol or other drug policy? Please check all that apply:

- Student handbook
- Staff and faculty handbook
- Admissions materials
- Course catalogs
- Class schedules
- Employee paychecks
- Student's academic orientation
- Residence hall orientation
- Staff and faculty orientation
- Formal speaking engagements
- Other: Website, AlcoholEdu
- We do not publicize our alcohol/drug policy.

Please see the publication *Setting and Improving Policies for Reducing Alcohol and Other Drug Problems on Campus* at the Web site of the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention at www.higheredcenter.org.

* Please attach copies of the policies distributed to students and employees.

E. Recommendations for Revising AOD Prevention Programs

Please offer any recommendations for revising AOD prevention programs and/or policies:

Increased culture of late-night and alternative
funding and increased peer education programming

