



[11/15/2019]

# Biennial Review of AOD Programs at Clarendon College

Academic Years 2017-2018 & 2018-2019



Clarendon College Biennial Review Team

EDITED BY TEX BUCKHAULTS

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## **EXECUTIVE SUMMARY:**

Clarendon College is required to certify, as part of the 1989 amendments to the Drug-Free Schools and Campuses Act, as articulated in Part 86 of the Drug-Free Schools and Campuses Regulations, that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

As part of the certification process the Biennial Review Team (BRT) was formed to conduct a comprehensive biennial review of AOD programs at Clarendon College. The key findings of this team are listed below.

1. Clarendon College has developed and implemented a Drug and Alcohol Abuse Prevention Program (DAAPP)
  - a. Implementation of the DAAPP utilizing existing framework began in June of 2015
  - b. BRT recommendations from previous biennial review (2017) was used to guide the implementation of the DAAPP.
  - c. The BRT offered a recommendation on making the DAAPP more comprehensive in nature.
2. The BRT found evaluation of the effectiveness of the DAAPP.
  - a. The BRT found a survey of each instructional site for Alcohol and Other Drugs (AOD).
  - b. The DAAPP had goals with measureable objectives.
3. The BRT found the biennial review evaluated the consistency of sanctions imposed for violations of the College's disciplinary standards and codes of conduct;
4. The college distributed a materially complete AOD Program information to academic students and employees.
  - a. The College has been following the framework to distribute the AOD Program information to academic students and employees.
  - b. The BRT offered recommendations to ensure students and employees who arrive after regular notification are provided the information.

The Biennial Review Team made 3 recommendations for the AOD program as part of the Comprehensive Biennial Review. It is the opinion that successful implementation of the 3 recommendations will bring Clarendon College in compliance with the Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act.

This document has been presented to the Clarendon College Board of Regents at a regular board meeting on November 21, 2019.

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Dr. Robert K. Riza, President  
Clarendon College

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Date

## INTRODUCTION:

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires Clarendon College to certify implementation of programs to prevent the abuse of alcohol and use or distribution of illicit drugs by its students and employees on College property and as a part of any activities. At a minimum Clarendon College must annually distribute the following in writing to all students and employees:

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

Further requirements are for Clarendon College to conduct a biennial review of its program with the following objectives:

- Determine the effectiveness of the Drug and Alcohol Abuse Prevention Program (DAAPP) and relevant policies and implement changes to the DAAPP if 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 campuses, or as part of their activities that are reported to campus officials; and
- The number and types of sanctions Clarendon College imposed on students or employees as a results of such violations or fatalities.

## REGULATORY REQUIREMENTS:

Clarendon College acknowledges the legal obligation to

1. Comply with the DOE to provide a copy of the biennial report on request
2. Conduct a biennial review of the College's compliance with the DFSCA.

## COMPREHENSIVE BIENNIAL REVIEW:

The team responsible for conducting the comprehensive biennial review is listed in Table 1.

<b>Name</b>	<b>Title</b>	<b>Campus / Center Area of Responsibility</b>
Texas D. "Tex" Buckhaults	Vice President of Academic Affairs / SACSCOC Liaison	Clarendon Campus Pampa Center Childress Center Amarillo Center
Kelli Tolar	Director of Student Life	Clarendon Campus

LaRoyce McAdoo	Enrollment Services Counselor	Pampa Center Amarillo Center
Jana Coats	Director of Cosmetology	Childress Center Amarillo Center
Sabrina McCain	Allied Health Division Director	Childress Center Pampa Center

Information for the review is being provided by employees as shown in Table 2.

<b>TABLE 2 — BIENNIAL REVIEW TEAM INFORMATION PROVIDERS</b>	
<b>Area of Informational Reporting</b>	<b>Name(s)</b>
Residence Hall Directors	Lee Golden RaShaad ( ) Bruno Castel
Director of Student Life	Kelli Tolar
Registrar and Institutional Research	Brandi Havens
Academic Advising	Becky Green LaRoyce McAdoo Aaron Lopez
Athletic Coaches & Assistant Coaches	Devin McIntosh Isaac Amedee Bret Franks Gatlin Duncan Melvin Balogh Candace Abrams Mark James Ken Jarrett Johnny Treichel Alyssa Oates Ty Gillespe
Human Resource Officer	Cindy Lambert
Learning Resource Center	James Gordon Connie Wlldcat

The intention of this document is to meet the statutory requirements for conducting a biennial review and to also summarize the programs and activities related to alcohol and drug prevention on the Clarendon College campus and centers during the 2017-2018 and 2018-2019 academic years.

## INFORMATIONAL REVIEW:

The following information was reviewed and examined as part of the review process:

- AOD information provided to academic students attending Clarendon College;
- CC policies related to AOD
- Policy review of AOD policies from policy manual for students and employees
- Policy review of AOD policies from Student Handbook.
- Policy review of AOD policies from Personnel Manual
- Inventory of AOD free student activities.
- Inventory of AOD related programs for drug and alcohol prevention.
- Resources available to academic students and employees of Clarendon College.
- Local / State and Federal regulations related to AOD.
- Campus Security Annual Reports

The Biennial Review Team (BRT) conducted a compliance check-list using *Appendix 2 of the Complying with the Drug-Free Schools and Campus Regulations — A Guide for University and College Administrators*.

## Appendix 2

### Part 86 Compliance Checklist

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?

*Note: The BRT found a few directives on environmental management, drug dog use and policy enforcement. An organized DAAPP was not found. The BRT recommends a copy of the DAAPP be maintained in the Executive Vice President of Academic and Student Affairs' Office and the Vice President of Student Affairs' Office.*

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

*Note: The BRT found descriptions of student sanctions in the student handbook and employee guidelines in the personnel handbook.*

- b. A description of applicable counseling, treatment, or rehabilitation or re-entry programs.  
Students: Yes  No                       Staff and Faculty: Yes  No

*Note: The BRT found a policy describing counseling, treatment, or rehabilitation or reentry programs for faculty and staff. The College does not offer in-house treatment for students but has a referral system published in the student handbook.*

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 (*BRT — Learning Frameworks*)  
Yes  No
  - e. During new student orientation (*BRT – Learning Frameworks*)  
Yes  No
  - f. In another manner? (*BRT — Mandatory Residence Hall Meetings, posted to student portal, provided a link in the application portal, required as part of application process.*)  
Yes  No
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

*BRT Note: Adding the requirement to the application process requires all students are notified prior to the completion of the application process.*

6. Are the above materials distributed to staff and faculty in one of the following ways?
- a. Mailed  
Yes  No
  - b. Through campus post office boxes  
Yes  No
  - c. During new employee orientation  
Yes  No   
In another manner?  
Yes  No  (*BRT - All College Day Notice Fall & Spring*)
7. Does the means of distribution provide reasonable assurance that each employee member receives the materials annually?  
Yes  No

8. Does the institution's distribution plan make provisions for providing these materials to employees who are hired after the initial distribution?  
Yes  No  (*BRT – Materials in New Employee Manual*)
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?
- Conduct student alcohol and drug use survey  
Yes  No
  - Conduct opinion survey of its students, staff, and faculty  
Yes  No
  - Evaluate comments obtained from a suggestion box  
Yes  No
  - Conduct focus groups  
Yes  No
  - Conduct intercept interviews.  
Yes  No
  - Assess effectiveness of documented mandatory drug treatment referrals for students and employees.  
Yes  No  (*BRT – No employees referred in past two years, Student referrals tracked and evaluated by B. Green.*)
  - Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees.  
Yes  No  (*BRT – Director of Student Life evaluates sanctions effectiveness*)
  - Other – Yes  No

*Note: An online survey was conducted in the Spring of 2019. Results have helped guide the improvement of the DAAPP.*

10. Who is responsible for conducting these biennial reviews?  
V. P. of Academic Affairs and the Biennial Review Team.
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  (*No requests have been made* )
12. Where is the biennial review documentation located?  
In the Vice President of Academic Affairs Office  
Name: Tex Buckhaults  
Phone: 806-874-4807  
E-mail: tex.buckhaults@clarendoncollege.edu
- In the office of the Director of Student Life  
Name: Kelli Tolar  
Phone: 806-874-4861  
E-mail: kelli.tolar@clarendoncollege.edu



*Note: The College has policies in place to make the environment less conducive to alcohol and other drugs. The College does strictly ban and strictly enforce these policies. The BRT found clear disciplinary guidelines that are fairly and consistently enforced across all student populations. The BRT found the College used an online survey to collect data from students on their perceptions, attitudes, or feelings about alcohol or other drugs at Clarendon College. Current AOD strategies target the DAAPP activities at the traditional resident student population at the Clarendon Campus which is believed will have the strongest impact and result in more effective AOD program.*

*The BRT team has included a supplemental check-list from Appendix 6 of the Complying with the Drug-Free Schools and Campus Regulations — A Guide for University and College Administrators. This check-list is included as it demonstrates the College has or is meeting some of the "Best Practices" for a DAAPP at the College. The BRT feels the college has made significant strides in the development and implementation of a comprehensive AOD program.*

## **Appendix 6**

### **Part 86 Supplemental Checklist**

#### **Description of the AOD Program Elements**

- 1. Alcohol-Free Options:** How does your campus provide an environment with alcohol-free options?

- Alcohol-free events and activities are created and promoted.
- Student volunteer opportunities are created, publicized, and promoted.
- Community service work is required as part of the academic curriculum.
- The campus offers a student center, for an alcohol-free setting.
- 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.

- 2. Normative Environment:** How does your campus create a social, academic, and residential environment that supports health-promoting norms?

- 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 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, 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.

**3. Alcohol Availability:** How does your AOD prevention program limit alcohol availability?

- 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. (*BRT – By the State of Texas and proximity to a Church.*)
- 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. (*BRT – By the state of Texas*)
- Keg registration is required.
- State alcohol taxes are increased.
- Does not limit alcohol availability.
- Other — All alcohol found on campus is confiscated, residence hall directors, a security officer patrols and a video surveillance system are used to help control alcohol on the Clarendon Campus.

**4. Marketing and Promotion of Alcohol:** How does your AOD prevention program limit marketing and promotion of alcohol on and off campus?

- 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.

**5. Policy Development and Enforcement:** How does your AOD prevention program develop and enforce AOD policies on and off campus?

- On-campus functions must be registered.
- ID checks at on-campus functions are enforced.
- N/A-** 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.
- N/A-** Dram shop laws that apply legal action for serving intoxicated drinkers or minors are established.
- Does not develop or enforce AOD policies.

## **A Statement of AOD Program Goals and a Discussion of Goal Achievement**

Clarendon College AOD Program Goals:

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 wellbeing of the members.
5. Be vocal in combating the negative issues surrounding alcohol and other drug use and abuse on campus.

### **Assessment of Goals:**

1. The AOD policies of CC are clear and are consistently enforced that promote an environment free from substance use / abuse.
  - a. Evidence in disciplinary referrals / arrests and sanctions.
  - b. Evidence of consistent policy administration for suspension for possession / use of drugs.
2. Education is provided at mandatory student and dorm meetings, as well as, the learning frameworks course.
3. A clear policy is in effect for students and employees who self-identify as having a problem prior to disciplinary sanctions, suspension or termination. The cost of care is at the students/employees expense. No students or employees have self-identified in the two previous years.
4. There is much evidence that is available to demonstrate the College promotes and reinforces student and employee 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.
  - a. Evidence in activities.
  - b. Evidence in employee participation in activities.
  - c. Evidence in use of fitness center.
  - d. Evidence in increased use of LRC and Library.

- e. Evidence in campus ministries. JUMP, Rodeo ministry
- f. The College has greatly increased its position on being vocal about the negative issues of AOD use.:
  - No tolerance policy (suspension) for drug use.
  - No tolerance policy for fighting. (Typically alcohol or other drugs are involved.)
  - Increased fines for alcohol disciplinary referrals.
  - Continued to increased use of the security cameras and security guard.
  - Use of a security guard for night patrols.
  - Two student trips to state-wide conferences on AOD.

## Summaries of AOD Program Strengths and Weaknesses

**Weaknesses:** The main weakness noted is the limited and reduced AOD program activity at the Pampa, Childress and Amarillo instructional sites.

**Strengths:** The AOD program has experienced consistency over the past two years with the Director of Student Live / Dean of Student Affairs directing much of the DAAPP and AOD programs.

### Alcohol and Other Drugs 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)?

- 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.

*Note: The BRT team found policies as indicated in the check list. Evidence exists that demonstrates these policies were distributed to students and employees in a consistent and verifiable manner.*

### 2. Policy Distribution

Where does your institution publicize its alcohol or other drug policy?

- Student handbook
- Staff and faculty handbook (personnel handbook)
- Admissions materials (required to complete admissions process)
- Course catalogs

**N/A-** Class schedules (These materials are no longer provided in written form)

- Employee paychecks (direct deposit used / employee portal has information)
- Student's academic orientation (Learning Frameworks)
- Residence hall orientation (twice per year)
- Staff and faculty orientation
- Formal speaking engagements

## **E. Recommendations for Revising AOD Prevention Programs**

The Biennial Review Team (BRT) offers several recommendations for improving the Alcohol and Other Drug (AOD) Policy to assist the College in implementation of a comprehensive Drug and Alcohol Abuse Prevention Program (DAAPP) that meets and/or exceeds statutory requirements.

**Recommendation 1:** Review the AOD / DAAPP program on an annual basis during the late spring and summer months.

**Recommendation 2:** Continue to review and adopt measurable (both quantitative and qualitative) AOD Objectives.

**Recommendation 3:** Research treatment, counseling, rehabilitation, or re-entry programs available and compile a list to be published in both the student handbook and personnel handbook.