

***DRUG FREE SCHOOLS & COMMUNITIES ACT
STUDENT SERVICES
2016 BIENNIAL REVIEW***



**Drug-Free Schools and Communities Act
Biennial Review 2016 for Oklahoma State University Institute of Technology**

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I. Biennial Review Committee

Oklahoma State University Institute of Technology completed its biennial review of its drug and alcohol (AOD) programs for years 2014 and 2015. The purpose of this review is to determine our effectiveness, to implement needed changes, and to ensure that sanctions are consistently enforced. This report includes a roster of those who served as well as contributors, descriptions of the AOD program elements, a statement of the AOD program goals and discussion of goal achievement, summaries of the program's strengths and weaknesses, and procedures for distributing the AOD policy to students and employees, copies of the policies, and recommendations for revising AOD programs.

Biennial Review Committee

Ina Agnew, Ph.D., Vice President for Student Services
Grady Clack Administration Center

Kathy Avery, LPC, Counselor
Student Union

Devin DeBock, Dean of Students
Student Union

Bruce Force, Director of Student Life & Student Title IX Coordinator
Covelle Hall

Steven "Bo" Hudson, Residence Life Director & Chief Conduct Officer
Residence Life

Paula North, Director of Human Resources
Grady Clack Administration Center

Matt Wooliver, Chief of the Oklahoma State University Institute of Technology Police
Campus Police Office

Contributors

Michelle Canan, Director of Institutional Research
Grady Clack Administration Building

Melissa Dreyer, Ph.D., Arts & Sciences Faculty and Assessment Coordinator
School of Arts & Sciences

Terryl Lindsey, Dean
School of Diesel & Heavy Equipment

II. Compliance Standards and Expectations

The compliance checklist highlights the legal requirement of the Drug Free Schools and Campuses Regulations. Many of the documents provided to faculty, staff, and students referenced in the biennial review will be found in the appendices of this report. OSUIT annually provides this information to all students who are earning any type of academic credit, except for continuing education students.

The Office of the Vice President for Student Services (VPSS) conducts the Biennial Review. A copy of this document is available in the President's Office, the VPSA Office, the Office of Human Resources, University Counseling Services, Residential Life, Student Life, and the OSUIT Campus Police Department.

The OSUIT policy statement for all students regarding the Drug Free Schools and Campuses Act clearly prohibits the unlawful possession, use, or distribution of alcohol and other drugs by students. It reflects the applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol, describes the health risks associated with the use of illicit drugs and the abuse of alcohol, and provides information about drug or alcohol treatment and rehabilitation programs that are available to students and employees. It is specific in its statements that OSUIT will impose sanctions, consistent with the law, upon violators of the policy, and clearly describes the sanctions.

This policy statement is included in the Students' Rights and Responsibilities in Appendix B of this report. The Students' Rights and Responsibilities is updated and published annually, and maintained on the OSUIT website, http://go.ousit.edu/student/residential_life/student_quick_reference. Distribution of the policy occurs through several venues as follows:

- New student orientation sessions twice a semester in fall, spring and summer.
- Required college strategies classes primarily for students pursuing A.S. degrees.
- Required college cornerstone classes primarily for students pursuing A.A.S. and B.T. degrees.
- Email blasts to all employees (faculty/staff) and students.
- Posted on designated announcement boards throughout campus.

The OSUIT Drug Free Workplace Policy is included in the Students' Rights and Responsibilities. In addition, policy 1.018, Drug Free Campus Policy Statement, is located on the policies and procedures website at:

https://go.osuit.edu/administration/policies_procedures/sites/go.osuit.edu/administration.policies_procedures/files/media/1-018%20Drug%20Free%20Campus.pdf. An all employee email is sent each fall reminding/acquainting continuing and new employees of this policy.

III. OSU Institute of Technology Alcohol and Other Drug Program Elements

OSU Institute of Technology Campus Police Department

Chief Matt Wooliver

Police Building

918-293-5000

Matt.wooliver@okstate.edu

www.go.osuit.edu/safety/police

The Campus Police Department consists of a Director of Public Safety/Chief of Police and six full-time commissioned Oklahoma CLEET-certified police officers. The department also consists of four part-time commissioned Oklahoma CLEET-certified police officers to supplement the force as needed. All OSUIT police officers have powers of arrest.

Services focused on the prevention and or discouragement of alcohol and drug abuse and related criminal activities for all employees and students:

- Conduct proactive patrols of all OSUIT campus streets, byways and interior areas, and monitor alarms and surveillance systems, and answer calls for service.
- Provide security and traffic control at parties, special events and performances.
- Enforce regulations, take and maintain reports and records, and offer security audit services to campus administrators.
- Investigate all crimes that occur on the OSUIT campus as well as enforce state laws and university policies.
- Serves as a representative on the Behavioral Consultation Team to discuss applicable laws, and provide professional insight into suspect behavior.
- Provide courtesy vehicle unlocks and jumpstart to students and employees vehicles that are on campus, and available to escort students and employees to their vehicles after dark.
- All officers are trained in standardized field sobriety testing (SFST) and utilize blood kits from the OSBI for suspected DUI cases.
- Dispose of the drugs obtained through investigations and arrests through the Oklahoma State Bureau of Investigation (OSBI) evidence office after testing in McAlester, Ok, and also through utilization of opioid deactivation pouches.

OSU Institute of Technology Crime Statistics

OFFENSE	2013	2014	2015	2016
Homicide	0	0	0	0
Manslaughter	0	0	0	0
SEX OFFENSES				

Forcible Rape	1	1	0	0
Non-Forcible	0	0	0	0
Robbery	0	0	0	1
ASSAULTS				
Simple	1	1	2	0
Aggravated	1	1	0	0
Burglary	0	0	0	0
Larceny	9	11	14	10
Motor Vehicle Theft	0	0	1	1
Arson	0	0	0	0
Hate Crimes	0	0	0	0
Stalking	1	0	2	0
Domestic A&B	0	2	3	2
Date Rape	0	0	0	0
TOTALS	13	16	21	14
Criminal Incidents	67	52	42	32
Non-Criminal Incidents	95	67	94	52
Total Reports	162	119	136	84
ARRESTS				
Alcohol	7	13	1	2

Drugs	4	2	5	0
Weapons	3	0	0	0
Traffic	2	0	1	0
All Others	2	1	2	1
Total Arrests	18	16	9	3
DISCIPLINARY				
Alcohol	31	20	28	0
Drugs	8	0	4	0
Weapons	4	2	1	0
Total	43	22	33	0

Disciplinary referrals for incidents involving alcohol and weapons that do not include an arrest indicate the circumstances did not actually constitute a crime but rather a violation of institutional policies. Likewise, referrals for incidents involving drugs that do not include an arrest indicate that there was evidence of drugs present, but insufficient evidence to support criminal charges.

The number of total reports includes reports other than those listed. They include reports of other crimes and non-criminal incidents.

Office of the Dean of Students

Devin DeBock

Student Union

918-293-4944

Devin.debock@okstate.edu

The Dean of Students is responsible for counseling services, emergency management, Behavioral Consultation Team, student life, student conduct, residential life, and auxiliaries for student union operations. Any appeals of student conduct or student grievances are referred to the Dean of review. This office works very closely with the university police, and local law enforcement (city, county, and Muscogee Creek National Lighthouse police force).

Specific programming related to alcohol and drug prevention through this office include:

- Bystander Intervention Training to help students and employees evaluate options for stepping in and stepping up to prevent/stop abuse.
- Enforcement of student conduct policies.
- Review to ensure consistent application of sanctions.
- Presenting at all new student orientation sessions on Students' Rights and Responsibilities.
- Creating and presenting on special topics as requested by employees or student leaders, (e.g., active shooter).

University Counseling Services

Kathy Avery, LPC

Student Union Room 142

918-293-4988

Kathy.avery@okstate.edu

<https://go.osuit.edu/counseling/>

OSUIT's counseling center offers services five days a week, 7:30 a.m. to 4:30 p.m., and has one licensed professional counselor on staff. Specific efforts targeted towards students and employees include:

- Providing educational programming to student organizations and classes.
- Providing counseling and assessment for currently enrolled students.
- Promoting and providing information on local meetings for Alcoholics Anonymous and Narcotics Anonymous.
- Conducting professional development sessions for faculty on recognizing the signs of distress.
- Serving as a representative on the Behavioral Consultation Team to provide professional insights on behavioral issues, and to identify resources for assistance.
- Serving as a representative on the emergency management team.
- Engaging and developing relationships with external agencies to provide treatment options to students, (e.g., StartYourRecovery.org, ULifeline, etc.).
- Preparing and distributing information on resources for alcohol and other drugs, dealing with depression, anxiety, suicidal thoughts, and other relevant issues.
- Organizing and hosting activities and fairs connecting employees and students with on-campus and community resources including mental health/depression screenings.
- In partnership with Mallinckrodt Pharmaceuticals and the JED Foundation, distributed free opioid deactivation pouches to OSUIT's campus police department.
- Identifying and making available to students and employees resources through the JED Foundation that include mental health, substance abuse and suicide prevention programming.
- OSUIT is in the process of becoming a JED Campus. This certification will enable us to apply for grants to improve the services offered to students.

If the difficulty in question is beyond our resources (for instance, drug and alcohol counseling that deserves more intensive therapy than we can provide), we refer to other sources of help. Our counselors do not prescribe medications, diagnose mental illness, or perform long-term therapy. For serious mental health issues, referrals are made to community resources.

Counseling Issues 2015 January - June	
# Clients	Counseling Activities
16	Relationship Issues
7	Family Conflict
7	Anger
6	Grief/Loss
6	Crisis

5	Depression
5	Time/Juggling Roles
# Clients	Counseling Activities
5	Requesting Information/ Referral
4	Trust Issues
4	Housing/Roommate issues
4	Communication
3	Alcohol/Drug
3	Anxiety About Money Issues
3	Classroom Conflict
3	Social Media/Technology/Gaming
2	Undecided about career/Career Advice
2	Doubt about chosen major
2	Isolation/Disconnected
2	General Anxiety
2	Social Anxiety/Lacking Social Skills
2	Panic Attack
2	Eating Issues
2	Sexual Assault (Past)
97	Total Clients

Counseling Issues 2015 July-September	
# Clients	Counseling Activities
6	Family Conflict
5	Anxiety About Money Issues
5	Depression
4	Physical/Sexual Abuse/Past
4	Stress
3	Custody issues
3	Death/Family or Friend
3	Grief/Loss
3	Relationship Issues
2	Alcohol/Drug - Family
2	Anger
2	Attention/Concentration Difficulty
2	Balancing Work/School

Counseling Issues 2015 July-September	
# Clients	Counseling Activities
2	Childcare
2	Cutting
2	Dating Issues
2	Discouraged

# Clients	Counseling Activities
2	Doubt about chosen major
2	Foster Care/Multiple placements
2	Job Loss/Need employment
2	Physical Health
2	Suicidal Thoughts
1	Academic Performance
1	Alcohol/Drug - Self
1	Bipolar
1	Conflict Resolution
1	Fear of Failure
1	Homesick
1	Housing/Need
1	Incarceration/Past
1	Legal
1	Marital Problems
1	Panic Attack
1	Sleep Disturbance/severe
1	Time/Juggling Roles
1	Undecided about career/Career Advice
76	Total Clients

ULifeline - Mental Health Screening

The Self Evaluator was developed for ULifeline by Duke University School of Medicine and screens for thirteen of the most common mental health conditions that college students face. This screening does not provide a diagnosis, but identifies problems that could be impacting thoughts, feelings and behaviors. The screening process also provides information on these conditions and how to reach out for help.

ULifeline Self Evaluator	
January 2014 – December 2014	
Page Views	28
Unique Visitors	130
January 2015 – December 2015	
Page Views	30
Unique Visitors	446

NOTE: These figures are taken from ULifeline usage reports

Residential Life and Student Conduct

Steve "Bo" Hudson

Main Residential Life Office

918-293-4912

Steven.w.hudson@okstate.edu

http://go.osuit.edu/student/residential_life

The purpose of residential life is to make on-campus living beneficial for students by providing services, resources, and activities. Residential life staff work closely on substance use issues with academic, student, and fiscal services employees.

Activities related to alcohol and drug abuse prevention include:

- Providing pre-service training for all residential life live-in staff regarding intervention techniques, paraprofessional counseling methods, and responding to emergencies.
- Teaching a session on substance abuse prevention that is required for all student staff members.
- Annually complete professional development training with the Alcoholic Beverage Laws Enforcement (ABLE) Commission on the latest trends and techniques for disguising and recognizing containers for illicit drugs and alcohol.
- Participation in National Alcohol Awareness Week activities.
- Notifying parents of students found responsible for alcohol or drug violations if they are under 21 and are at some risk of jeopardizing their status as a resident student.
- Programming for residents living in the halls including mandatory hall meetings to review the Residential Life Student Handbook and drug free campus policy.
- Providing late night programming to serve as an alternative to environments or events that feature alcohol and other drug use.
- Providing additional activities with Welcome Week (first week of classes).
- Creating and consistently/fairly applying sanctions for students with alcohol offences.

Alcohol & Drug Statistics	Student Conduct		Department of Residential Life	
	2014-2015		2015-2016	
	Hearings	Withdrew Prior to Hearing	Hearings	Withdrew Prior to Hearing
Underage in Possession	18	0	34	5
Public Intoxication	5	0	3	0
Drinking & Driving (DWI, DUI, APC)	1	0	0	0

Possession of Drug/Paraphernalia	11	2	14	0
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ON CAMPUS SANCTIONING – ALL VIOLATIONS	
Sanction	FY 2014-2016 Frequency
Reflection Paper	32
Alcohol Paper	14
Warning	31
Counseling	2
Restriction From Housing	1
Housing Probation	55
University Probation	7
Community Service Hours	34
Housing Suspension	20
University Suspension	10

Student Life

Bruce Force

Covelle Hall

918-293-5456

Bruce.force@okstate.edu<https://go.osuit.edu/student/life/>

All university-sponsored student activities, whether on-campus or off-camps, are alcohol-free. Student Life programming focused on alcohol and drug use prevention include:

- Organizing and promoting participation in Alcohol Awareness Week with activities such as:
 - *Here Comes the Judge* during which questions about legal costs and penalties associated with alcohol and substance abuse cases are answered and actual cases discussed.
 - *Victims Impact Panel* where victims and offenders discuss their experiences and portray the realities of poor choices.
- Intentionally host weekly events on Thursdays and Fridays to provide alternative programming for students.
- Participation in new student orientation, Cowboy Up!, to discuss no-alcohol programming, tobacco free campus, and activities that are available throughout the school term.
- Promote AA and NA meetings four times during the fall, spring, and summer terms through the student life newsletter.

Program Participation in AOD Programs: Students and Employees				
Activity	2014		2015	
Here Comes the Judge	13	2	37	4
Victims Impact Panel	34	2	37	0
Bystander Intervention	42	26	60	13

Office of Human Resources

Paula North

Grady Clack Administration Building

918-293-5238

Paula.north@okstate.edu

https://go.osuit.edu/employees/human_resources

The Office of Human Resources is responsible for managing all the policies and procedures pertaining to a drug-free workplace, and the Employee Assistance Program which provides treatment options for employees suffering from alcohol and substance abuse or addictions.

ComPsych® is OSUIT's provider, and employees may access this resource 24/7/365. These services are provided at no charge to benefits-eligible employees and their dependents. Services focused on alcohol and drug treatment options/prevention include:

- Confidential Counseling about concerns such as marital, relationship and family problems; stress, anxiety and depression; grief and loss, job pressures and substance abuse.
- Legal Support where employees may speak with on-staff licensed attorneys about legal concerns such as divorce, custody, adoption, real estate, debt and bankruptcy, landlord/tenant issues, civil and criminal actions, and more.
- Financial Information.
- HealthyGuidance® to assist clients with positive lifestyle changes.

ComPsych Guidance Resources Utilization Report for 10/1/2014-12/31/2014						
<i>Employee Assistance Program</i>						
Primary Issue Presented	Q1	Q2	Q3	Q4	YTD	Last Year
Anxiety Related	0	0	1	0	1	1
Bereavement	0	1	0	0	1	0
Child Abuse	0	0	0	0	0	1
Depression Related	0	0	2	0	2	0
Family/Child	1	0	0	0	1	0
Occupational – Interpersonal	0	0	0	0	0	2
Partner/Relationship	0	2	1	0	3	1
Psychological	0	2	0	0	2	2
Stress	1	0	0	0	1	0
Total Issues	2	5	4	0	11	7
<i>Consultation Type</i>						
Face-to-Face	2	5	4	0	11	5
Behavioral Expert	0	0	0	0	0	1
Supervisor/Management Consult	0	0	0	0	0	1
Total Consultations	2	5	4	0	11	7

Online Services	2	1	0	0	3	7
Total Product Utilization	4	6	4	0	14	14

ComPsych Guidance Resources Utilization Report for 10/1/2015-12/31/2015						
<i>Employee Assistance Program</i>						
Primary Issue Presented	Q1	Q2	Q3	Q4	YTD	Last Year
Anxiety Related	0	0	0	0	0	1
Bereavement	0	0	0	0	0	1
Child Abuse	0	0	0	0	0	0
Depression Related	0	0	0	0	0	2
Family/Child	0	0	0	0	0	1
Family/Child – Behavioral Issues	1	0	0	0	1	0
Family/Child – Family Issues	0	0	0	2	2	0
Occupational - Interpersonal	0	0	0	0	0	0
Partner/Relationship	1	0	0	0	1	3
Psychological	1	1	0	0	2	2
Stress	0	0	0	0	0	1
Total Issues	3	1	0	2	6	11
<i>Consultation Type</i>						
Face-to-Face	3	1	0	2	6	11
Behavioral Expert	0	0	0	0	0	0
Supervisor/Management Consult	0	0	0	0	0	0
Total Consultations	3	1	0	2	6	11
Online Services	7	1	1	0	9	3
Total Product Utilization	10	2	1	2	15	14

IV. Other Agencies & Organizations

Alcoholic Beverage Law Enforcement Commission (ABLE)

Education - Compliance
3812 N. Santa Fe, Suite 100, Oklahoma City, OK 73118
(405) 522-3117 Fax (405) 521-6578
Captain Maureen Shanta
Lieutenant Karen Tipton
Lieutenant Erik Smoot

The mission of the ABLE Commission is to protect the public welfare and interest in the enforcement of the laws pertaining to alcoholic beverages, charity games and youth access to tobacco. This is handled by conducting regular inspections of all licensed entities, and investigations of complaints alleged law violations. Priority enforcement is directed toward the elimination of access to alcoholic beverages and tobacco products to under age persons.

The State has been divided into three (3) districts: Oklahoma City, McAlester, and Tulsa. OSUIT falls within the Tulsa jurisdiction.

Alcoholics Anonymous

Phone

Alcoholics Anonymous is a fellowship of men and women who share their common experiences, strengths, and hope with each other so that they may solve their problems and help others recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership. AA's primary purpose is to stay sober and help other alcoholics to achieve sobriety.

CREOKS

1803 S. Wood Drive
Okmulgee, OK 74447
(918) 756-9250
www.creoks.org

CREOKS is a non-profit human services agency established in 1980, certified by the Oklahoma Department of Mental Health and Substance Abuse Services, and accredited by CARF. They offer a wide-range of services in an all-in-one clinic or through home or school-based programs that help persons who may need brief counseling, substance abuse treatment or those struggling with severe mental or behavioral illnesses.

Narcotics Anonymous

Phone

Narcotics Anonymous is a global, community-based organization founded in 1953. They offer recovery from the effects of addiction through working a twelve-step program, including regular attendance at

group meetings. The group atmosphere provides help from peers and offers an ongoing support network for addicts who wish to pursue and maintain a drug-free lifestyle.

The Jed Foundation

Erica Reba, Campus Manager
The Jed Foundation
6 East 39th Street, Suite 1204
New York, NY 10016
(212) 647-7544
www.jedfoundation.org

JED is a national nonprofit that exists to protect emotional health and prevent suicide for our nation’s teens and young adults. JED partners with high schools and colleges to strengthen their mental health, substance abuse and suicide prevention programs and systems.

Specific efforts targeting the prevention of alcohol abuse and drug use:

- Working with universities to improve their mental health, substance abuse and suicide prevention programming.
- Providing education in suicide prevention through conference presentations and webinars.
- Provide ULifeline.org online resource center to provide students with information about mental health and how to seek help.

The Unity Club

1201 N. Griffin
Okmulgee, OK 74447

Serves as the umbrella organization for facilitating meetings and space for Alcoholics Anonymous and Narcotics Anonymous. Closed meetings are restricted to addicts and alcoholics. Open meetings are for any persons, including addicts/alcoholics, their loved ones, anyone in the community, etc.

V. Policy Inventory

Each of the policies may be located in the appendices.

1-018 Drug Free Campus

Describes the prohibition of drugs and alcohol in college-owned buildings, facilities, grounds, or other property owned and controlled by the college, or as a part of college activities.

Students' Rights and Responsibilities

A hard copy of this document is available in the offices of the president, vice president for student services, dean of students, and residential life. It is also maintained on the website, and a link to the document is sent to all students and employees each term. Outlines the following in addition to defining types of violations, appeals process, and grievance procedures:

- standards of conduct,
- sanctions for violation of federal, state, and local law and campus policy
- health risks associated with AOD use
- treatment options and resources
- policy on drug-free workplace and sanctions for employees who violate the policy

Residence Life Handbook

A hard copy is distributed to all on-campus residents at move-in, and a copy is maintained in the offices of Residential Life and the dean of students, as well as on the website. Includes:

- how to report violations of AOD and other policies
- types of violations
- sanctions for alcohol violations
- sanctions for drug violations
- judicial hearing process
- the specific alcohol and drug policies are described below, as is the possible sanctions for alcohol use:
 - The possession or consumption of beer or intoxicating liquors anywhere in the residence halls, on the campus grounds, or in the campus buildings is forbidden by state law and university policy. Any beer, including 3.2 beers, wine, or liquor found in your room or in your possession anywhere on the OSU Institute of Technology campus will be confiscated and will result in disciplinary action. Students are expected to comply with state and local laws regarding the use of alcohol as well.
 - Irresponsible behavior while under the influence of alcohol or any other drug is not tolerated and any student violating this policy will be subject to disciplinary and/or legal action. No decorative alcohol bottles, alcohol cans or alcohol bottle caps are allowed within a residence or other areas of the halls at any time.

Alcohol Related Behavior	1st Incident	2nd Incident	3rd Incident
Possession and/or consumption; In the presence of a violation of policy and/or state or federal law	Semester (6 month) housing probation, paper, poster, alcohol abuse evaluation, community service, parental notification if under 21, counseling, and \$100.00 fine.	University Probation, removal from community, research paper, community service, alcohol abuse evaluation, parental notification if under 21, counseling, and \$200.00 fine	University suspension, removal from housing, parental notification if under 21, counseling
Providing	1 year housing probation/suspension, poster, alcohol abuse evaluation, community service, parental notification if under 21, counseling, and \$200.00 fine	University probation, removal from housing, research paper, alcohol abuse evaluation, parental notification if under 21, counseling, and \$300.00 fine	University suspension, parental notification if under 21, counseling
Intoxication	Counseling, parental notification if under 21, and up to \$100.00 fine.	Counseling, counseling evaluation, parental notification if under 21, and up to \$200.00 fine	Counseling, counseling evaluation, parental notification if under 21, and University suspension.
Incapacitation	1 year housing probation, counseling, program, research paper, alcohol abuse evaluation, community service, parental notification if under 21	University probation, fine, counseling, program, research paper, alcohol abuse evaluation, parental notification if under 21, and University suspension	University suspension, removal from housing, counseling, community service, parental notification if under 21

Drugs

Students are expected to comply with all local, state, and federal laws regarding the use and possession of drugs. The possession, manufacture, purchase, sale or use of narcotics, drugs, stimulants or any other substances for illicit purposes on campus, or in the residence halls, or in your room is forbidden and is prohibited by state and federal law. Possession of a prescription that is not specifically prescribed to the person who has the medication is considered a violation of the University drug policy as it is also against Oklahoma State law. Violators may face criminal charges, disciplinary action, removal from housing, loss

of Student Financial Aid and even suspension from OSU Institute of Technology. OSU Institute of Technology Campus Police is typically involved in all drug related issues. Violations will be considered the most serious of matters, and may lead to equally serious consequences, even University suspension.

4-001 Student Conduct

Outlines the disciplinary process, how hearings are conducted, and the appeals process. This document is maintained on the OSUIT website.

4-004 Students Right to Know

This policy outlines the university's responsibility to comply with the Campus Crime Awareness and Campus Security Act of 1990, and how it distributes its campus crime statistics.

4-007 Student Grievance Procedures

Outlines the process for a student filing a grievance.

4-009 Field Trips

This document outlines the procedures for planning and implementing a field trip and general safety procedures. Makes clear that alcohol and illegal substances are against university policy for every student and employee.

CUL 2101 Exploring Wines Class Contract

Refers to Oklahoma State Regents for Higher Education policy regarding wine tasting for classes. Describes minimum age for enrollment into class, tasting, and storage of alcoholic beverages.

4-013 Student Club/Organization Travel Policy

Describes the process for traveling, and makes clear that OSUIT-sponsored trips are drug- and alcohol-free.

Employee/Sponsor Acknowledgement Statement

This document is signed by every employee who will be on an OSUIT-sponsored trip. Makes clear that any violation of the Drug-Free Policy Statement may result in personnel action.

VI. Distribution of the Annual Notification

- Notifications of our policies, procedures, sanctions, code of conduct, and other required elements are distributed every semester to all employees and students. Examples of these notifications may be found in the appendices. Distribution occurs in the following ways:
- Email and link to a quick reference page on the OSUIT website to the Student Rights and Responsibilities and Resident Life Handbook. These are the main documents used to notify students of required elements of AOD.
- Email and link to the Counseling Services website which outlines resources, treatment options, health risks, and other issues associated with AOD.
- Email every semester with a flyer of the Alcoholics Anonymous and Narcotics Anonymous meeting locations.

- Email to all employees with a flyer of the Alcoholics Anonymous and Narcotics Anonymous meeting locations with a request that they be hung on bulletin boards and other areas where flyers may be posted.
- Around holidays, an email is sent to all students and employees about the effects of drugs and alcohol.
- Meeting locations for AA and NA are posted in the weekly student life newsletter emailed to all students and employees, and posted on bulletin boards.
- Shared during new student orientation which occurs twice each fall, spring, and summer semesters.
- Included in the academic catalog.
- Student Rights and Responsibilities is reviewed in Week One activities during College Cornerstone and College Strategies classes required of all students who attend OSUIT.
- Discussed with all resident students during mandatory residence hall meetings the day before classes start.
- Policy 1-018, Drug-Free Campus, is discussed during new employee orientation, distributed annually to all employees via email, and is posted in all buildings on campus.

VII. Recommendations for Alcohol and Other Drugs Programs

- Include the quick resource link in all syllabi referencing the Student Rights and Responsibilities document and OSUIT's AOD resources and programming.
- Improve the collection of data to report participation in AOD programming and counseling services.
- Provide training for Residence Directors and Housing Coordinators which focuses on the prevention alcohol poisoning
- Increase training for student staff members within the residence halls on identification and prevention of alcohol poisoning and increase programs related to responsible alcohol consumption
- Promote wellness as a programming requirement through Residential Life
- Increase intentional alcohol and drug education awareness programs