

Otis College of Art and Design

Alcohol and Drug-Free Program

Biennial Review

September 1, 2018-August 31, 2020

EXECUTIVE SUMMARY

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

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

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

The Alcohol and Other Drug (AOD) Biennial Review Committee¹ at Otis College of Art and Design approaches their work with two objectives. (1) First, the committee assesses the effectiveness of campus alcohol and other drug policies and programs as well as identifies areas that need improvement; and (2) second, it examines the enforcement of disciplinary sanctions for people who violate the standards of conduct as outlined within the college's codes of student conduct.

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

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

¹ List of committee members can be found in the Appendix

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

A. PREVENTION

First -Year Students/Incoming New Students

1. All new students (undergraduate and graduate), are required to complete an online training module, *AlcoholEdu*, within their first semester. This was done in summer 2018 and summer 2019, but we removed this requirement in summer 2020 to refocus our education efforts, given the low risk of alcohol use among our students.
2. Residence Hall Programming with educational content related to AOD issues.
3. Ongoing enforcement of the Alcohol and Drug Policy.
4. Dissemination of the College’s Alcohol and Drug policies via residence hall orientations, student handbook, academic orientations, and email notification from the Office of Student Affairs.
5. Mandatory sexual assault online training that introduces the role of alcohol and other drugs in sexual assault.

All Students

1. Educational programming related to AOD issues including guest speakers and alcohol screening.
2. Alcohol and Other Drug screening conducted as a part of medical and counseling appointments for students utilizing Student Health and Wellness Center Services.
3. Regular campus programming facilitated by Student Activities and Residence Life and Housing directed toward students who wish not to use alcohol or substances. Some examples of these programs include:
 - Residence Life Programming
 - Large-scale evening and weekend alcohol-free events on campus
 - Strategically identifying “high-risk” weekends to program around such as Halloween.
4. Student Health and Wellness Center works with Residence Life to train Resident Assistants on how to address and respond to acute alcohol and drug intoxication.
5. Continue to message community expectations and norms both on and off campus.

B. RESPONSIVE MEASURES

1. Resident Assistants and Residence Life staff are trained in the identification of students at risk of alcohol toxicity and can secure a rapid response from Otis College's Safety and Security as well as local Emergency Services.
2. The College's medical and counseling staff are skilled and experienced in identifying and assisting individuals with any alcohol and substance abuse.
3. The College's CARE Team provides ongoing training for staff and faculty regarding the identification of distressed students – including those in the midst of alcohol or illicit drug abuse – and information regarding the resources available for these students. An on-line form exists to facilitate the identification of students of concern at <http://www.otis.edu/forms/students/student-incident-report/>
4. Students who are documented as having violated the College's Student Code of Conduct for alcohol and other drugs are referred to the student conduct process.
5. The College provides **amnesty** to reporting parties who may be hesitant to report to College officials because they fear that they may be accused of policy violations, such as underage drinking, at the time of the incident. To encourage students to offer help and assistance to others, the College pursues the policy of amnesty for policy violations when students offer help to others in need (bystander intervention). At the discretion of the Dean of Student Affairs, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings will result.
6. The College has a **Safe Harbor** rule for students. The College believes that students who struggle with alcohol and/or drug addiction deserve help. If any College student brings their use, addiction, or dependency to the attention of College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. However, if a student's addiction/dependency on alcohol, other drugs, or both results in behavior that threatens the safety and security of the community, a student conduct process may be pursued.

MITIGATING THE CONSEQUENCES OF AOD USE AMONG FACULTY AND STAFF

Otis College is a drug-free environment. The College will not tolerate any manufacture, distribution, dispensation, sale, purchase, possession, offer to sell, or use of any illegal drugs (as defined by the statutes of the state of California) in any Otis College facility or at

any Otis College function. Any staff/faculty found to have violated this policy will be subject to arrest and disciplinary action in accordance with the Code of Conduct Policy. Faculty and Staff are given access to their respective handbooks, and they are available at all times online at:

For Staff:

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

For Faculty:

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

Additionally, Otis College faculty and staff have access to the Employee Assistance Program (EAP) through Aetna, which provides specific resources related to alcohol and other drug use and abuse. The EAP program treats each person as individual client and strictly adheres to the confidential rights of clients in accordance with federal and state laws and College policies. Programs can be accessed here:

Employee Assistance Program (EAP)

Phone: 1-800-238-6232

Web: <https://www.resourcesforliving.com/>

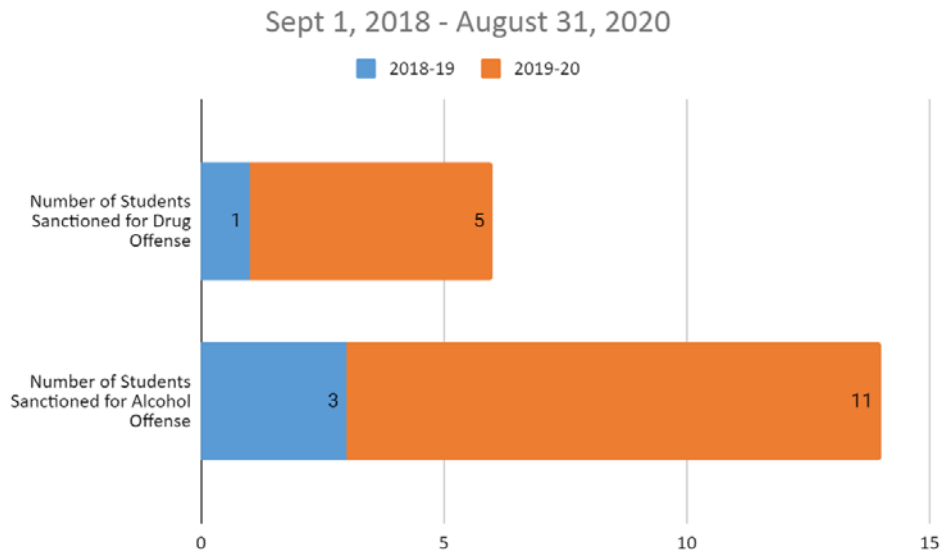
Otis' company User Name: EAP4OTIS

Otis' company Password: EAP4OTIS

CONSISTENT ENFORCEMENT OF SANCTIONS FOR ALCOHOL AND SUBSTANCE ABUSE AMONG STUDENTS

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

Student Conduct Data Relating to Alcohol and Drug Sanctions



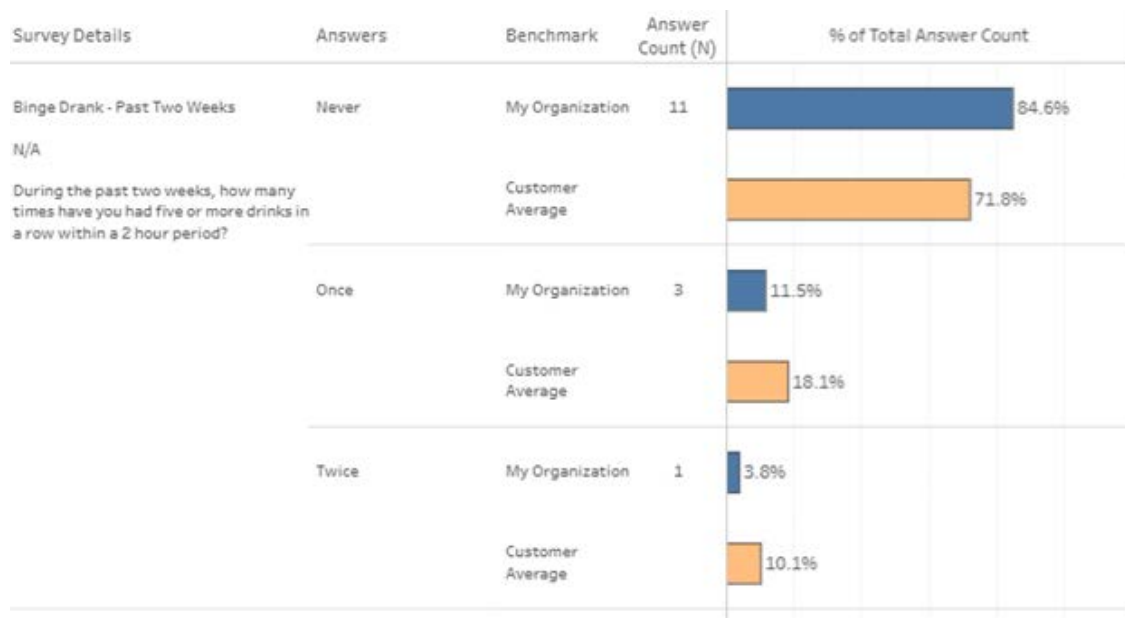
Our alcohol violations where a finding of responsibility was established increased in both Alcohol and Other Drug offenses (see above), but overall remain very low in numbers. This increase can be attributed to our increase in residential students living with us on campus as well as our large increase in students living in affiliated apartments off campus. The college went from housing 294 students in 2018-19 to housing 418 students in 2019-20, where 185 of the 418 lived off campus in Park West apartments under the college's lease. This was a huge jump where the prior year we only had 62 students living in Park West. While we have established strong enforcement within the residence hall as well as in our campus apartments (Park West), including hiring more resident assistants, the sheer number of students under the college's purview can naturally increase the likelihood of incidents occurring.

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

HIGH RISK DRINKING DATA | ALCOHOLEDU

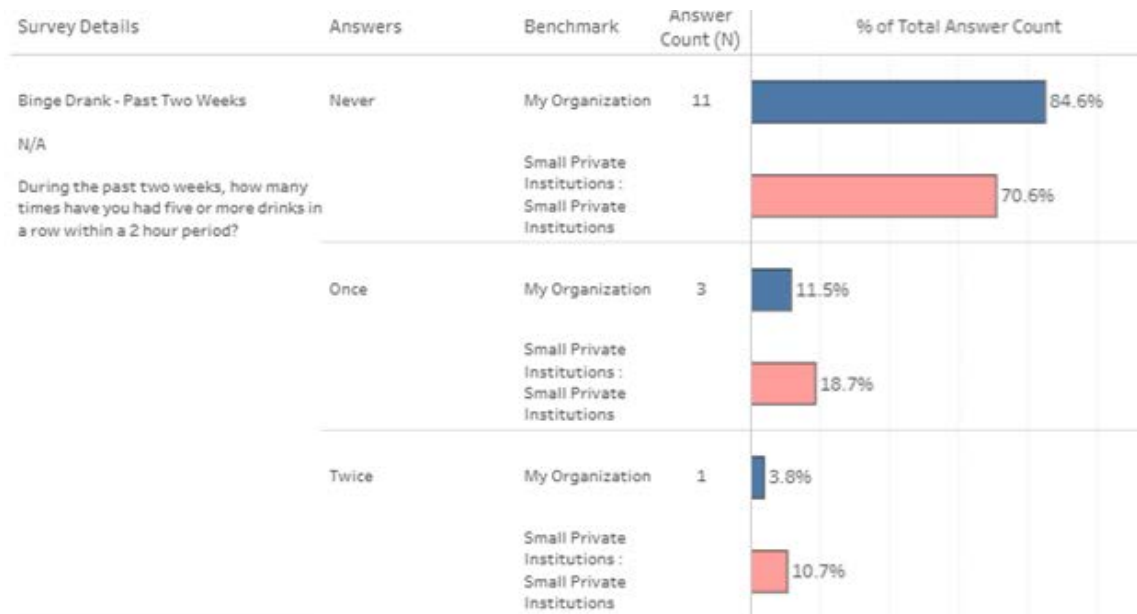
Otis College has participated in AlcoholEdu beginning Fall 2017. AlcoholEdu is an evidence-based education component delivering online education to students related to drinking and other drug use. Based on the data collected from all new incoming Foundation (first-year), Transfer, and Graduate Students, it is quite apparent that our high risk drinking behavior self-reported by students is **half** than the national average. High risk drinking is defined as consuming 5 or more drinks in a row within a 2-hour time period (binge drinking). The national average of all college students sits at about **28%** who have had *5 or more drinks in a row within the last 2 weeks over a 2 hour time period*. For Otis College Students, our high risk drinking rate was measured at **15%** among all new incoming new students in 2019 (undergrad, transfers, and graduates)--This is further affirmed as we had **85%** of our incoming students identify as “abstainers” or “nondrinkers” in our 2019 survey- abstainers do not drink at all and nondrinkers have not drank in the last 2 weeks. When benchmarked against small private institutions, our high risk drinking rate is also more than half of that of those small private institutions where they sit at around 30%. Below are graphs benchmarking Otis College’s binge drinking rates both national and against private small colleges in 2019-20:

2019-20 Binge Drinking Rate Compared Nationally



85% of Otis College students indicated they never had 5 or more drinks in a 2 hour time period within the last two weeks as compared to only 72% of all college students, nationally.

2019-20 Binge Drinking rate compared to other Small Private Colleges:



85% of Otis College students indicated they never had 5 or more drinks in a 2 hour time period within the last two weeks as compared to only 71% of college students at other small private colleges.

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

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

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

2018-2020 BIENNIAL REVIEW PROGRESS CHART

Below is a list of goals and initiatives that were established in the last Biennial Review with a brief update on overall progress toward goal completion:

Initiative	Response	Status	Office
<p>1. Explore participating in national benchmark surveys, i.e. American College Health Association – National College Health Assessment II (ACHA-NCHA II), regarding alcohol and other drug use to design and implement effective prevention strategies. Given this is not a very concerning issues on our campus, we will explore and discuss next steps.</p>	<p>We were not able to explore this, however, we are launching a Healthy Minds National Survey, benchmarked with other AICAD institutions in Spring 2021. We can explore adding the Alcohol/Other Drug module within Healthy Minds. We will address this further in our future goals.</p>	Not Complete	SHWC/Student Affairs
<p>2. Add additional resources/visibility for faculty and staff through benefits.</p>	<p>EAP Program – the College has promoted this program which includes resources for alcohol and other drug help.</p>	Completed	Human Resources
<p>3. Increase visibility on websites about our low to no risk student use regarding alcohol and other drugs on our campus.</p>	<p>Was not able to include on websites, but we did include this information in Orientation literature, as well as in our Annual Reports in Student Affairs and Campus Life.</p>	Modified	Student Affairs
<p>4. Annual awareness months—make more consistent on campus education and outreach specific to alcohol and other drug education.</p>	<p>We did an Alcohol awareness event within the last two years, but still need to create a more consistent planned effort. Education, Outreach, and Prevention efforts need to be increased here.</p>	Completed	SHWC/Student Affairs
<p>5. Review AlcoholEdu data more closely and make recommendations based on data.</p>	<p>After reviewing the last three years of AlcoholEdu data, the College made a decision on the type of mandatory courses our students are being required to complete as they enter Otis College. We are focusing our prevention and education efforts on sexual violence, mental health, and Diversity, Equity, and Inclusion.</p>	Completed	Student Affairs

<p>6. Reduce risk factors and harm-doing caused by alcohol and other drugs through bystander intervention programming.</p>	<p>We launched StepUp, a bystander intervention program in summer 2019, which covered examples of helping a friend around alcohol and other drugs. This program has become a signature program during Orientation Week in Fall and Spring.</p>	<p>Completed</p>	<p>Student Affairs</p>
<p>7. Assess the effectiveness of student intervention efforts (student conduct). Use the knowledge gained in the assessment processes to inform and refine future direction.</p>	<p>We have not done any formal assessment other than what is offered through the sanctions course supported by 3rd Millennium (vendor). Our student conduct cases are very low.</p>	<p>Not Complete</p>	<p>Student Affairs</p>

IMPORTANT STEPS FOR THE COLLEGE TO UNDERTAKE OVER THE NEXT BIENNIUM (2020-2022) INCLUDE THE FOLLOWING:

1. Explore *AlcoholEdu Ongoing* course to address any data gaps we have for our continuing students, especially those reaching drinking age. Review alcohol and drug use aggregate data from Student Health and Wellness. *(Student Affairs)*
2. Research opportunities to include other survey modules related alcohol and other drug use in the Healthy Minds survey launching in Spring 2021. *(Student Health and Wellness Center)*
3. Collegiate Recovery Program – explore the goals and need for a program such as this at Otis College. *(Student Affairs)*
4. Health and Wellness/LiveWell Interest Residential Communities – Launch a residential interest program focused on living well and promoting health and wellness. *(Residence Life and Housing)*
5. Promote and Provide Data Visualization on our Low AOD users across campus - Promote Abstainers and Nondrinkers data and consider a College-wide Student Affairs info graphic on key data points related to first year students – Think creatively on how to visualize our data specific to AOD use among our students using AlcoholEdu, CCAPS (counseling assessment), and other Student Health and Wellness data sources. *(Student Affairs)*

6. Prevention and Outreach –developing a strategic plan around prevention and outreach across multiple issues that intersect with alcohol and other drugs. (*Student Health and Wellness Center*)
7. Explore opportunities to collect data on employee population related to awareness and education needs regarding alcohol and other drug resources. (*Human Resources*)

APPENDIX A

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

Offices and Resources

- ***Office of Student Affairs*** | 310-665-6960
<http://www.otis.edu/student-affairs>

- ***Student Health and Wellness Center*** | 310-846-5738
Individual health assessments and screening related to alcohol and other drug use.
<http://www.otis.edu/student-health-wellness-center>

- ***Student Counseling Services*** | 310-846-5738
Individual and Group Therapy for issues related to AOD, outreach efforts directed toward education and harm reduction relating to AOD.
<http://www.otis.edu/student-health-wellness-center/student-counseling-services>

- ***Student Conduct***, Dean of Student Affairs | 310-665-6967
<http://www.otis.edu/student-affairs/conduct-student-responsibility>

- ***Campus Safety and Security***, Chief of Safety and Security | 310-665-6965
<http://www.otis.edu/campus-safety>

Policies and Reports

- ***Clery Report – 2019 Campus Crime Statistics:***
https://www.otis.edu/sites/default/files/ASR_Otis%20College%202020.pdf

- ***Student Alcohol and Other Drug Policy***
<https://www.otis.edu/registration-records/course-catalog-student-handbook>

- ***Alcohol Policy – Faculty***
<http://www.otis.edu/faculty-handbook>

- ***Alcohol Policy – Staff***
<http://www.otis.edu/human-resources-development/staff-policies>

- ***Policy on a Drug-Free Workplace***
Can be found in the Annual [Clery Report](#), [Faculty Handbook](#), and [Staff Handbook](#)
- ***Code of Student Conduct***
located in the Student Handbook, [The Hoot](#)
- ***Amnesty Program***, located in the Student Handbook, [The Hoot](#)
- ***Safe Harbor***, located in the Student Handbook, [The Hoot](#)

Committee Members

- Dean of Student Affairs
- Director of Human Resources and Development
- Assistant Dean of Student Affairs
- Chief of Safety and Security
- Director of Residence Life and Housing
- Director of Student Health and Wellness Center
- Director of Student Counseling Services