

BIENNIAL REVIEW REPORT

SUMMER 2019

Review Time Frame: 2017-2018 and 2018-2019

TABLE OF CONTENTS

PURPOSE OF ANNUAL NOTIFICATION AND BIENNIAL REVIEW REPORT	3
Annual Notification – Drug and Alcohol Abuse Prevention Program (DAAPP)	3
Biennial Review.....	4
DRUG AND ALCOHOL PROGRAM ELEMENTS.....	4
Campus Overview	4
Campus Environment.....	4
Activities.....	5
Drug and Alcohol Programming.....	6
DRUG AND ALCOHOL PROGRAM GOALS	7
DRUG AND ALCOHOL PROGRAM STRENGTHS AND WEAKNESSES.....	8
COLLEGE POLICIES.....	9
2.P.03 - Alcohol and Drug Use Policy	9
Smoking.....	10
Clubs and Organizations	11
Student Rights to Know and Student Conduct:	11
Student Code of Conduct:.....	12
POLICY ENFORCEMENT	13
Student Code of Conduct:.....	13
RECOMMENDATIONS FOR DRUG AND ALCOHOL PROGRAM REVISIONS.....	14

PURPOSE OF ANNUAL NOTIFICATION AND BIENNIAL REVIEW REPORT

Lake Washington Institute of Technology has committed to supporting the safety and health of its students and employees. As a part of that commitment, the College has implemented drug and alcohol abuse prevention programming.

The Drug Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education General Administrative Regulations (EDGAR Part 86) required institutions of higher education to adopt and implement drug and alcohol abuse prevention programs (DAAPP) for students and employees. The College must have certified it has adopted and implemented a program to “prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees” both on the College’s premises and campuses and as part of any of its activities in order to comply with the Drug Free Schools and Campuses Regulations. At a minimum, each institution of higher education must annually distribute the following in writing to all students and employees:

Annual Notification – Drug and Alcohol Abuse Prevention Program (DAAPP)

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
- A list of applicable 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 abuse of alcohol or use of illicit drugs;
- A list of drug and alcohol counseling, treatment, rehabilitation and reentry programs that are available to employees or students; and
- A clear statement that the institution imposes 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.

All new employees (including student employees) receive the Annual Drug-Free Schools and Communities Act Notice. Beginning this year this notice will also be sent electronically to all employees and students each December.

Additionally, the Campus Public Safety Office sent a link to the required Clery Annual Safety Report each Fall and will increase that notice to quarterly in the coming year. The Drug-Free Schools and Campuses regulations were also included with the Safety Report. The message also included multiple links to the Drug and Alcohol Abuse Prevention Program at Lake Washington Institute of Technology. This educational information will be increased to quarterly in order to ensure that all new students and new employees were informed as required.

Biennial Review

The law further required institutions to conduct a biennial review of their drug and alcohol prevention efforts with the following objectives:

- Determine whether the drug and alcohol policies and programs had been effective, and implement changes if needed.
- Ensure that disciplinary sanctions for violating standards of conduct have been enforced consistently.

DRUG AND ALCOHOL PROGRAM ELEMENTS

Campus Overview

Lake Washington Institute of Technology provides a safe, supported, and engaging learning community where dedicated faculty and staff members have committed to student learning and success. As such, Campus events for students were alcohol free and alcohol was prohibited at student events on or off campus. Cannabis or other illegal drugs were not permitted on campus or at any College sponsored activities regardless of location.

All new incoming employees (including student workers) signed to verify they would abide by and comply with the Drug Free Workplace stipulations. This document is kept by the Human Resources Department.

In the event students needed advice or referrals, the Student Services Department provided mental health information and self-care/wellness education on the college's website.

- <https://www.lwtech.edu/campus-life/counseling/>
- <https://www.lwtech.edu/campus-life/wellness-resources/>

In the event employees needed advice or referrals, Human Resources or individual supervisors referred to the Employee Assistance Program provided at no cost to help Washington State Government employees and their family members resolve personal or work-related problems.

- <https://www.lwtech.edu/about/human-resources/benefits/living-well-at-lwtech/>

Campus Environment

Lake Washington Institute of Technology's campus is situated in a residential area close to the city center of Kirkland. The College has intentionally designed programs and activities to engage student participation in a safe and healthy environment on campus. LWTech offers:

- Alcohol free food service options (a cafeteria was closed in winter 2019 and replaced with 24-7 marketplace option; the culinary program runs both a café and bakery during the academic timeframes; and an espresso cart),
- A gym open M-Th 7:30am to 4pm and F 7:30am to 2pm,
- Student lounge areas, and
- A Student Programs Office focused on providing activities for students.

Activities

The College hosts 17 clubs and organizations for students. Student Programs events were offered on and off campus in environments that fostered personal and professional relationship building, enriched cultural experiences, cultivated community connections and supported healthy school-life balance. Student life is at the heart of LWTech's Student Programs office. Being involved in the college experience, meeting new people, making connections, and developing life-long skills are all things that increase student success.

Student Programs works with many components of student life including:

- Advising Associated Student Government (ASG)
- Maintaining Student Groups and Chartered Clubs
- Leading the Phi Theta Kappa honor society
- Developing comprehensive activities and events
- Managing various student lounges, the meditation room, and the RISE Center.
- Producing the Student Handbook
- Producing the annual commencement ceremony

Other office services include:

- Student leader training for club officers, members, ASG officers, and Activities team
- Connecting students to various leadership opportunities throughout the college
- Volunteering throughout the college
- Hosting free water service
- Providing a wide range of information about college services

- Management of campus bulletin boards and posting; in including rooms for rent, books for sale, items for sale, and community postings

Drug and Alcohol Programming

The College created an alcohol and other drug education website. Content included Drug Free School Information, General Alcohol Awareness, and Other Drugs Awareness.

- <https://www.lwtech.edu/about/campus-safety/#alcohol-substance>
- <https://www.lwtech.edu/campus-life/wellness-resources/>
- <https://www.lwtech.edu/campus-life/wellness-resources/alcohol-awareness/>

To increase awareness about the effects of drugs and alcohol, the College:

- Maintains brochures for several local substance abuse recovery centers in its resource rack outside of the advising office in West Building W202, in East Building E 128, and the open brochure rack in the East Building East Mall
- Beer Goggles were purchased for drug and alcohol awareness programming by the Student Programs Office and are used in annual programming events which coincide with national recognition dates, like National Recovery Month (September), and Alcohol Awareness Month (April), and Mental Health Month (May).
- Hosted representatives from recovery centers to provide in- and out-patient alcohol and other drug service information at the all college health and wellness fair in May.

In Fall 2016, the College conducted the “Healthy Minds Survey” through The JED Foundation, which focused on emotional health of young people and suicide prevention. A component of that survey included a section on substance abuse. A follow up survey will take place in Spring 2020. The initial survey uncovered:

- 5% of survey respondents reported being diagnosed with a substance abuse disorder in their lifetime
- Within 30 days of the survey, some students had engaged us drug use:
 - 17% Marijuana
 - 1% Heroin
 - 1% Other stimulants without a prescription
 - 1% Other drugs without a prescription

A Drug and Alcohol Prevention Committee was created to oversee the Drug and Alcohol Abuse Prevention and Education Program (DAAPEP) with the intent of supporting the instructional mission of the College by reducing the number of students and employees who experienced difficulties because of the effects of alcohol and other drug use/abuse. A broad representation of the College's leadership collaborate to create, implement, review and refine the drug and alcohol prevention programs. This committee is led by the Director of Student Programs.

DRUG AND ALCOHOL PROGRAM GOALS

1. Increase LWTech faculty, staff members and student knowledge about campus policies and laws regarding alcohol and drug use.

- Knowledge of campus drug/alcohol policies will be promoted through the Annual Drug- Free Schools and Communities Act Notice.
- Each new employee (full-time, part-time or student employee) is required to sign a Drug-Free Workplace Form (the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989).
- Maintain/update drug and alcohol informational segments on the LWTech website.

2. Increase awareness of decision-making processes about alcohol and drug use.

- Maintain/update online information to help students, faculty and staff make healthy choices and understand that advanced planning was involved in making those choices.
- Maintain/update online information including the impact of different types of alcohol, blood alcohol levels and ramifications, and ways to reduce risk if drinking.
- Ensure employees recognize that alcohol and drug issues are vital to student success and could impact academic performance.

3. Increase LWTech's faculty and staff members' knowledge about where to refer students or colleagues with alcohol and/or other drug problems.

- Maintain/update online information including a counseling resources webpage with many substance abuse focused resources: <https://www.lwtech.edu/campus-life/counseling/additional-resources/>
- A cadre of 13 staff and faculty were trained as facilitators for the nationally recognized Mental Health First Aid course. These courses will be offered regularly to LWTech faculty, staff, and student leaders to improve referrals for students experiencing mental health issues, including substance abuse.

- Maintain/update online information including Drug and Alcohol Help Lines, helpful resource links and alcohol and drug self-help and recovery contacts:
<https://www.lwtech.edu/campus-life/wellness-resources/alcohol-awareness/>

4. Reduce the percentage of students who consumed alcohol in the past quarter.

- In order to reduce the number of students who consume alcohol, the DAAPP program provides information to help students learn to make healthy choices. The DAAPP program recognizes that education about alcohol and drugs, and information about types of friends and surrounding environments have major roles in a person's decision to consume alcohol.

5. Reduce the percentage of students who used cannabis in the past quarter.

- To reduce the number of students who use cannabis, the DAAPP program provides information to help students learn to make healthy choices. The DAAPP program recognizes that education about cannabis and other drugs, information about types of friends and surrounding environment have major roles in a person's decision to use cannabis or other drugs.

DRUG AND ALCOHOL PROGRAM STRENGTHS AND WEAKNESSES

Strengths: The revised drug and alcohol prevention program was off to a positive start as evidenced by the following:

- The marketing regarding the effects of alcohol and drugs was initiated using the college website.
- The JED Foundation Healthy Minds Survey indicates overall Drug use is low on campus.
- A Drug and Alcohol Committee was created to oversee the DAAPEP program.
- The College has infused drug and alcohol information into different student facing events and activities.

Weaknesses: While the College had elements of DAAPEP programming in place, the institution was in the middle of revamping its efforts to make the elements measurable to determine efficacy. To this end, the following measures/elements needed strengthening.

- The drug and alcohol information is continuing to be infused into student programming activities. This is an on-going project.

- The potential to work with faculty and imbed drug and alcohol information into the curriculum needed to be further explored and developed.
- After the Spring 2020 Healthy Minds follow ups survey, the College needs to explore an ongoing survey focused specifically on Drug and Alcohol use.
- Completion of the DAAPEP is time consuming requiring offices to plan and implement annual compliance timelines.

COLLEGE POLICIES

2.P.03 - Alcohol and Drug Use Policy

<https://www.lwtech.edu/about/policies-and-procedures/manual/02-general/>

1. Substance Abuse

The board of trustees intends to promote the health and well-being of students and college personnel. The college is committed to an ongoing substance abuse prevention, education, and assistance program. Specific procedures relating to substance abuse prevention education, identification, constructive intervention, information, assistance, and referral shall be developed by the college, consistent with existing law and the best interests of all concerned.

These procedures shall be reviewed and published annually and updated when necessary to comply with current law and to reflect current medical knowledge and abuse prevention practices.

2. Alcoholic Beverages

The use of alcoholic beverages on campus shall conform with the following:

- A. Lake Washington Institute of Technology reserves the right to permit the use of alcoholic beverages on the campus, as deemed appropriate.
- B. When approved by the president, alcoholic beverages may be served by a recognized campus organization, college administrative unit, or community organization.
- C. Approval of alcoholic beverages on campus must be requested at least fourteen (14) working days prior to the date of use. Each program event will be limited to beer and wine service purchased in conjunction with food.
- D. All requests from student organizations are to be filed with the office of the

executive vice president, instructional services. All other requests are to be filed with the president's office. If the request is congruent with the best interests of the requesting organization and the college, the request may be approved.

- E. The application for use of alcoholic beverages on campus must be completed by an authorized representative of the organization who accepts responsibility for compliance with the college and other governmental rules and regulations, where applicable, and agrees to be present at the specific function. A banquet permit is required.
- F. The approving administrative official or designee shall be available at functions where alcoholic beverages are being served, and has the authority to make decisions that might arise concerning college policies or procedures.
- G. All events where alcoholic beverages are served will be approved in accordance with Washington State Liquor Control Board guidelines which permit the consumption of alcoholic beverages at such events.
- H. The approving college official shall designate the specific location for the distribution of alcoholic beverages at approved events. A driver's license with picture or a Washington State identification card will be the only acceptable forms of identification to obtain access to the designated distribution locations.
- I. Alcoholic beverages will be served and consumed only in a designated area.
- J. All sales and use of alcoholic beverages will be covered by the Washington State Law, as interpreted by the Washington State Liquor Control Board.
- K. Nonalcoholic beverages will be available to persons under legal age at all college events where alcoholic beverages are served.
- L. The college reserves the right to require that security be provided at any function where alcoholic beverages are being served.
- M. No person who is under the influence of alcohol or dangerous substances, or who is disorderly in conduct, shall be allowed to serve, consume, or dispense alcoholic beverages.

Smoking

Smoking on campus is not a right. Generally, LWTech is a smoke-free campus. However, the college nonetheless recognizes the privilege of personal choice. Smoking on campus, including the use of electronic cigarettes, is limited to the following designated-smoking areas ONLY:

In the fenced areas on the west and east wings of the east Building (facing north)

- The North Parking Lot
- The South Parking Lot
- The West Parking Lot
- The Horticulture (SW) Parking Lot
- The Tech Building Outside Parking Lot (Outside parking area ONLY)

Washington State Law prohibits smoking within 25 feet of any campus building entry door, window, or building air intake. Smoking is prohibited on all fire lanes, campus roads, and sidewalks. Do not litter the grounds with cigarette or cigar butts; put all cigarette and cigar butts in ashtrays provided for that purpose. Failure to comply with LWTech smoking regulations may result in a referral to the Student Conduct process.

Clubs and Organizations

The Student Code of Conduct covers student behavior at College sponsored and funded activities both on and off campus. If students are under the influence of alcohol or drugs at a club or organization events or meetings, there is a cause for disciplinary action for individual students and may have consequences for club status as well.

Student Rights to Know and Student Conduct:

A student will be subject to disciplinary action or sanction upon violation of any of the following conduct violations:

#11. Tobacco, Electronic Cigarettes, and Related Products: The use of tobacco, electronic cigarettes, and related products in any building owned, leased, or operated by the college or in any location where such use is prohibited, including twenty-five (25) feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.

#12. Alcohol: Being observably under the influence of any alcoholic beverage, or otherwise using, possessing, selling, or delivering any alcoholic beverage, except as permitted by law and authorized by the college president.

#13. Marijuana: The use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities

#14. Drugs: Being observably under the influence of any legend drug, narcotic drug, or controlled substance as defined in chapters 69.41 and 69.50 RCW, or otherwise using,

possessing, delivering, or selling any such drug or substance, except in accordance with a lawful prescription for that student by a licensed health care professional. Being observably under the influence of any lawfully prescribed drug when enrolled in classes that require operation of heavy equipment or other dangerous equipment.

Student Code of Conduct:

When a student's behavior interferes with their or others' ability to effectively and safely attend college classes the use of the student code of conduct might be used. Prohibited behavior is included in this handbook; which includes the use of alcohol on campus, or off-campus at college-sponsored functions or activities.

Primary sanctions (consequences when a student is found responsible for the behavior according to evidence presented during an investigation, based on the standard of proof) may include but are not limited to:

- disciplinary warning
- written reprimand
- disciplinary probation
- disciplinary suspension
- dismissal

Terms and conditions of primary sanction may include:

- restitution
- professional evaluation
- not in good standing

Secondary Sanction may include:

- community or college service
- educational requirements
- restrictions of use
- loss of parking privileges on campus

POLICY ENFORCEMENT

When students were found in violation of the Student Code of Conduct, the Student Conduct Officer initiated action by mailing a written notice to the student which directed them to attend a disciplinary meeting. The letter briefly outlined the factual allegations, the provision(s) of the conduct code that were alleged to have been violated, the range of possible sanctions and the specific time and location of the meeting. At the meeting, the Student Conduct Officer presented the allegations and the respondent was allowed to explain what took place. If the student failed to attend the meeting, the Conduct Officer took disciplinary action based upon the available information. If the student was not satisfied with the outcome, the student could have filed a written notice of appeal within 21 calendar days of service of the Student Conduct Officer's decision. Failure to file the notice of appeal on time constituted a waiver of the right to appeal, and the Conduct Officer's decision was considered final.

The sanctions applied varied depending upon the severity of the students' actions—whether there were multiple violations and/or prior occurrences. Violations were adjudicated and sanctions were consistently enforced following the Washington Administrative Code requirements.

Student Code of Conduct:

<https://www.lwtech.edu/about/policies-and-procedures/student-code-of-conduct/>

During 2017-2018 and 2018-2019¹, 14 students faced disciplinary sanctions for alcohol and/or drug possession and/or use. Sanctions ranged from a written warning to dismissal.

2017 - 2018		
Issue	Number	Sanction
Alcohol	2	Disciplinary Probation
Drug	1	Written Reprimand
	1	Disciplinary Probation
Marijuana	3	Disciplinary Probation
TOTAL	7	
2018 - 2019		
Issue	Number	Sanction
Alcohol	0	--
Drug	2	Disciplinary Probation
Marijuana	2	Disciplinary Probation
	1	Disciplinary Suspension
	1	Written Reprimand
	1	Dismissal
Total	7	

¹ LWTech uses the software Maxient to track student conduct incidents, findings, and sanctions. Report #96 is used to collect this information.

RECOMMENDATIONS FOR DRUG AND ALCOHOL PROGRAM REVISIONS

1. Via the Drug and Alcohol Prevention Committee, create programs that will have measureable outcomes and address gaps in programming efforts. Focus on understanding the impact of alcohol and/or drugs on mental health, sexual assault, poor academics and other consequences of inappropriate alcohol/drug use.
2. Via the Drug and Alcohol Prevention Committee, develop more interactive student programming involving drug and alcohol themes to build awareness. Awareness includes promoting healthy choices and understanding the difference between high-risk drinking and responsible use of alcohol.
3. Identify a survey tool that targets alcohol and drug use on campus and implement a regular schedule for implementation and data review.
4. Human Resources will begin sending the Annual Drug-Free Schools and Communities Act Notice electronically to all employees and students each December.
5. The Campus Public Safety Office will begin sending a link to the required Clery Annual Safety Report quarterly in the coming year to ensure that all new students and new employees were informed as required even if they do not start in Fall quarter.

Submitted by,

Dr. Amy Morrison

9/25/19

Dr. Amy Morrison

Date

President

Dr. Ruby Hayden

9/25/19

Dr. Ruby Hayden

Date

Vice President of Student Services