

BIENNIAL REVIEW REPORT

SUMMER 2021

Review Time Frame: 2018-2019 and 2019-2020

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PURPOSE OF ANNUAL NOTIFICATION AND BIENNIAL REVIEW REPORT

Lake Washington Institute of Technology (LWTech) 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) require 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 upon the start of employment. Over the past two years it has also been sent electronically to all employees and students each December.

Additionally, the Campus Public Safety Office sends a link to the required Clery Annual Safety Report each quarter. 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 was increased to quarterly over the past two years in order to ensure that all new students and new employees were informed as required.

Biennial Review

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

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

enforced consistently.

ALCOHOL AND OTHER DRUG PROGRAM ELEMENTS

Campus Overview

LWTech 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 illegal drugs were not permitted on campus or at any College sponsored activities regardless of location.

All new incoming employees (including student employees) signed to verify they would abide by and comply with 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 individuals 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

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

- Alcohol free food service options. The one college 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 (please note the espresso cart, café, and bakery were closed to the public with limited pick up options Spring 2020 through the writing of this report due to COVID19 impacts),
- A gym for enrolled students, open M-Th 7:30am to 4pm and F 7:30am to 2pm (please note the fitness center was closed Spring 2020 through the writing of this report due to COVID19 impacts),
- Student lounge areas (please note lounge areas were closed Spring 2020 through the writing of this report due to COVID19 impacts),
- An open meditation room for enrolled students, focused on meditation, prayer, and reflection, and
- A Student Programs Office focused on providing activities for students (please note the

Office was focused on providing remote services Spring 2020 through the writing of this report due to COVID19 impacts) This office also includes the Resources for Inclusion, Support, and Empowerment Center (RISE), and the Center for Veteran Success, which also provide supportive environments for marginalized and underserved, and veteran student populations, respectively.

Activities

The College hosts a variety of 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, and cultivated community connections and supported a healthy, school-life balance for all students. After COVID19 hit at the end of Winter quarter 2020, these activities were moved to remote, synchronous and asynchronous environments.

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, RISE Center, and Center for Veteran Student Success
- Producing the Student Handbook
- Producing the annual commencement ceremony

Other office services include:

- Annual and quarterly student leader training for club officers and members, ASG officers, and student activities team
- Connecting students to various leadership opportunities throughout the college and within their academic profession through conference attendance
- Volunteering throughout the college
- Calculator rental program
- Lending library for social justice reading, through the library
- Hosting free water service (suspended during COVID19)
- Providing a wide range of information about college services
- Providing a wide range of information about community services like recovery programs, housing, and mental health for all student populations
- Daily Eating Necessities (DEN), supplying free, quick food options for students
- Management of campus bulletin boards and posting; 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 alcohol and other drugs, 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); however some programming was limited including the use of these goggles due to COVID19
- Planned to host representatives from recovery centers to provide in- and out-patient alcohol and other drug service information at the all college health and wellness fair annually in May (events canceled due to COVID19 closures)
- Created virtual programs and social media posts focused on alcohol and other drug prevention, specifically for remote operations
- Digital sign advertisements were developed and posted to all college digital signs
- A subscription to e-Check Up To Go was purchased for the 2021-2022 academic school year.

In Fall 2020, the College conducted a four year follow up to its initial “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. The survey uncovered:

- In the 2 weeks prior to the survey, 44% of respondents consumed alcohol; of those, 48% reported drinking more than 4 drinks in a row (new questions compared to 2016)
- 2% (compared to 5% in 2016) 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:
 - 18% (compared to 17% in 2016) Marijuana
 - 0% (compared to 1% in 2016) Heroin
 - 1% (compared to 0% in 2016) Cocaine
 - 1% (compared to 0% in 2016) LSD
 - 1% (same as 2016) Other stimulants without a prescription
 - 0% (compared to 1% in 2016) 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 collaborates to create, implement, review and refine alcohol and other drug prevention programs. This committee is led by the Director of Student Programs.

ALCOHOL AND OTHER DRUG PROGRAM GOALS

1. Increase LWTech employee and student knowledge about campus policies and laws regarding alcohol and other 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 alcohol and other drug informational segments on the LWTech website.

2. Increase awareness of decision-making processes about alcohol and other drug use.
 - Maintain/update online information to help employees and students make healthy choices and understand that advanced planning is needed to make 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 other drug issues are vital to student success and could impact academic performance

3. Increase LWTech's employees' 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 have been offered regularly to LWTech faculty, staff, and student leaders to improve referrals for students experiencing mental health issues, including substance abuse. Courses continued online during the COVID19 pandemic.
 - Maintain/update online information including Drug and Alcohol Help Lines, helpful resource links and alcohol and other 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 other drugs, and information about types of friends and surrounding environments have major roles

- in a person's decision to consume alcohol.
 - Digital signage was created to inform students about making choices
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.

ALCOHOL AND OTHER DRUG PROGRAM STRENGTHS AND WEAKNESSES

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

- The marketing regarding the effects of alcohol and other drugs was initiated using the college website.
- The JED Foundation Healthy Minds Survey indicates overall Drug use is low on campus; there have been some increases during the COVID19 pandemic.
- A Drug and Alcohol Committee was created to oversee the DAAPEP program.
- The College has infused alcohol and other drug information into different student facing events, activities, and orientations

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 alcohol and other drug information is continuing to be infused into student programming activities. This is an on-going project.
- The potential to work with faculty and imbed alcohol and other drug information into the curriculum requires further exploration and development
- Now that the Healthy Minds survey has concluded, the College needs to explore an ongoing survey focused specifically on alcohol and other drug 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/>

The College is committed to providing an environment that enhances learning and promotes the safety and well-being of students, employees, volunteers, and the general public; in particular, as many of the College's instructional programs involve the use of equipment and machinery.

To help achieve these goals, the College prohibits the following:

1. Consumption of alcohol on its premises or at college-sanctioned events, except in accordance with state of Washington liquor license procedures and applicable college procedures;
2. Unlawful possession, use, distribution, or manufacture of alcohol or controlled substances that are illegal under federal, state, or local law on college property or during college-sponsored activities;
3. 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; and
4. Operation of college vehicles, machinery, or equipment while using legally-prescribed drugs where such use is contra-indicated for driving or operating machinery or equipment.

Violation of the college's alcohol and drug prohibitions is cause for disciplinary or other appropriate action.

College community members should be aware that:

- It can be dangerous to use and abuse alcohol and other drugs; and,
- Many illnesses and deaths have been medically-related to the use and abuse of illegal drugs and alcohol; and,
- The College has declared itself to be a drug-free work and educational environment; and,
- Employees, students, and volunteers who are found to be in violation of federal, state, or local law prohibiting the use or possession of illegal drugs may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the state of Washington, or the United States. Conviction can result in sanctions including probation, fines, and imprisonment; and,
- Employees and volunteers who violate this policy are subject to disciplinary action, including termination, and referral for prosecution; and,
- Students who violate this policy are subject to disciplinary sanctions including: warning and reprimand, disciplinary probation, suspension, or dismissal in accordance with the Student Conduct Code; and,
- Assistance is available to employees, students, or volunteers who disclose that they have an alcohol or drug abuse problem as noted in the College's procedures; however, those individuals remain responsible for resolving any alcohol or drug abuse problems they may have.

Adopted January 8, 1992

Revised May 10, 2021

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 other 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, water pipes, 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: The use, possession, delivery, sale, or being observably under the influence of any

legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner. 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 (beginning Fall 2021 this will change to 10 days). 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 2018-2019 and 2019-2020¹, 9 students faced disciplinary sanctions for alcohol and/or drug possession and/or use. Sanctions ranged from a written warning to dismissal.

2018 - 2019		
Issue	Number	Sanction
Alcohol	0	--
Drug	1 1	Disciplinary Probation Disciplinary Probation; Educational Requirement
Marijuana	1 1 1 1 1	Dismissal Disciplinary Suspension Disciplinary Probation Disciplinary Probation; Educational Requirement Written Reprimand
TOTAL	7	
2019 - 2020		
Issue	Number	Sanction
Alcohol	1	Disciplinary Suspension; Educational Requirement
Drug	0	Disciplinary Probation
Marijuana	1	Disciplinary Suspension; Educational Requirement
Total	2	

RECOMMENDATIONS FOR DRUG AND ALCOHOL PROGRAM REVISIONS

1. Via the Drug and Alcohol Prevention Committee, create programs that will have measurable 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.

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

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,



09/09/2021

Dr. Amy Morrison, President

Date



09/09/2021

Dr. Ruby Hayden, Vice President of Student Services

Date