

Compliance Checklist

The compliance checklist highlights the legal requirements of the Drug-Free Schools and Campuses Regulations. Completing this checklist will ensure that your campus has a sense of what has been done to satisfy the minimum requirements of the DFSCA. To read the exact letter of the law, please visit the Drug-Free Schools and Campuses Regulations.

Completed by: Columbus State University

Title: The Alcohol and Drug Task Force Biennial Review

Department: Division of Student Affairs

		Staff & Faculty	
Students		Yes	No

- | | | | | |
|--|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| 1. Does the institution maintain a description of its alcohol and drug prevention program? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|-------------------------------------|--------------------------|

If yes, where is it located?

Faculty and Student Handbook which are online. The Staff Handbook does include this information but is only available as a hard copy. All information in the Staff Handbook is the same as the Faculty Handbook which is online.

2. Does the institution provide *annually to each employee and each student*, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following:

- | | | | | |
|---|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| a) Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|-------------------------------------|--------------------------|

- b) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol

- | | | | | |
|--|--------------------------|-------------------------------------|-------------------------------------|--------------------------|
| <ul style="list-style-type: none"> The Task Force is recommending that this information be added to the Student Handbook. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|-------------------------------------|-------------------------------------|--------------------------|

c) A description of applicable legal sanctions under local, state, or federal law

d) A description of applicable counseling, treatment, or rehabilitation or re-entry programs

e) A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions

- This is available online in the Student, Faculty, and Staff Handbooks.

3. How are the above materials distributed to students?

a) Mailed to each student (separately or included in another mailing)

b) Through campus post office boxes

- All residents must attend a mandatory Safety Meeting that address alcohol and drug issues. Information on these meetings is distributed to residents through campus mail.

c) Class schedules which are mailed to each student

- CSU does not mail class schedules because they are made available to the student online.

d) During freshman orientation

e) During new student orientation

f) In another manner (describe)
Available online

4.

Does the means of distribution provide adequate assurance that each student receives the materials annually?

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

6. How are the above materials distributed to staff and faculty?

Staff Faculty
Yes No Yes No

a) Mailed

b) Through campus post office boxes

- During the open enrollment period, updates on alcohol and drug abuse and general insurance benefits are distributed through campus mail.

c) During new employees orientation

d) In another manner (describe)
Available Online

7. Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually?
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8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
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9. How and by whom does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?
- | | Staff & Students Faculty | | | |
|---|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| | Yes | No | Yes | No |
| a) Conduct student alcohol and other drug use survey | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| b) Conduct opinion survey of its students, staff and faculty | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| c) Evaluate comments obtained from a suggestion box | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| d) Conduct focus groups | | | | |
| <ul style="list-style-type: none"> • Although focus groups have not been conducted, through the College Success and Introduction to Fitness course, students cover alcohol and drug prevention material in class discussion. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| e) Conduct intercept interviews | | | | |
| <ul style="list-style-type: none"> • The Human Resources department refers employees to professionals. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| f) Assess effectiveness of documented mandatory drug treatment | | | | |

referrals for students and employees

- Human Resources did not have mandatory drug referrals for Faculty or Staff in 2003 – 2004.
- Confidentiality limits the ability to assess effectiveness.

g) Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

- There were no documented cases in 2003 – 2004 for Faculty or Staff.

h) Other (*please list*)

i) By whom : Office of the Dean of Students

10.

If requested, has the institution made available, to the Secretary and the public, a copy of each required item in the drug prevention program and the results of the biennial review?

11. Where is the biennial review documentation located?

Office of the Dean of Students, Human Resources, Office of the President, Office of Academic Affairs, and available online on the Student Affairs website.

12. Comments

We are moving to a paperless institution where all communication will be via email and available online.

In order to prevent high-risk and illegal use of alcohol and other drugs on campus effectively, a comprehensive prevention program is key. The Higher Education Center has prepared an additional checklist, the Supplemental Checklist, that goes beyond the letter of the law to embody the goals and spirit of the DFSCA and help campuses create all-encompassing prevention programs. Additionally, this supplemental checklist may guide efforts for those wishing to infuse environmental management methods into their existing prevention program.

For more information on the DFSCA, visit the DFSCA Web page.

For questions regarding the DFSCA, please visit the Center's DFSCA FAQ page.

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