

University of the Incarnate Word



Drug-Free Schools and Campus Regulations (EDGAR Part 86)

2016 Biennial Review



January 24, 2018

I have reviewed the University of the Incarnate Word 2014-2016 *Biennial Review* and believe that the elements required to meet the Drug-Free Schools and Campuses regulations (EDGAR Part 86) have been met by the final draft. As the *Biennial Review* suggests, the University of the Incarnate Word community is committed to efforts to address alcohol and other drug related issues in our community in order to promote the well-being of our students, faculty, administrators, and staff.

Sincerely,

A handwritten signature in blue ink that reads "Thomas M. Evans". The signature is fluid and cursive, with a long horizontal flourish at the end.

Thomas M. Evans, PhD
President

UIW 2016 Biennial Review

(2014 – 2016)

Table of Contents

Introduction	3
Preparation of the Report	3
Annual Policy Notification	4
Alcohol and Other Drugs Policy	5
Collaboration in Prevention/Education Programming, Enforcement, and Compliance	7
Alcohol and Other Drug Abuse Prevention for Students and Employees	10
Assessment of the UIW Alcohol and Drug Abuse and Prevention Efforts	12
UIW Alcohol and Other Drug Program Strengths, Weaknesses, and Recommendations	16
APPENDIX A: Text of email Annual Notification of Alcohol and Drug Policy	18
APPENDIX B: Administrator-Staff Guidelines	19
APPENDIX C: Student Handbook	20
APPENDIX D: Student Athlete Handbook	21
APPENDIX E: Athletic Department Substance Abuse Policy and Procedure Program	22
APPENDIX F: Student Organization Manual	23
APPENDIX G: Residence Life Handbook	24
APPENDIX H: Sample Presentations & Programs	25
APPENDIX I: Sample Employee EAP Newsletter	34
APPENDIX J: Annual Fire Safety and Security Report	35
APPENDIX K: Executive Summary of the UIW Core Alcohol and Drug Survey Long Form	36

Introduction

The 2016 University of the Incarnate Word Biennial Review is published in compliance with the Drug-Free Schools and Campuses Regulation requiring institutions of higher education that receive federal financial assistance to adopt and implement policies and programs to prevent the use of illicit drugs and alcohol abuse by students and employees. This review covers the academic years 2014 – 2015 and 2015 - 2016.

In order to certify compliance with the Department of Education General Administrative Regulations (EDGAR), the institution must do the following:

- 1) Annually provide written notification to each student and employee of the standards of conduct, sanctions for violations of federal, state, and local laws and campus policy, description of the health risks associated with AOD use and description of the treatment programs.
- 2) Develop a sound method for distribution of the policy to every student and IHE staff member
- 3) Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.

Preparation of the Report

This report was prepared by Dr. Renée Moore, Associate Dean for Judicial Affairs, and reviewed by Ms. Sandy McMakin, Dean of Student Success, and Ms. Caitlin McCamish, J.D., Title IX and Compliance Coordinator. In preparation of this biennial report, the following documents were reviewed.

- The University of the Incarnate Word Student Code of Conduct, including the Alcohol and Drug Policy.
- Policy and Procedures regarding the sale, service, distribution, and consumption of alcoholic beverages on university property or at university sponsored events;
- The UIW Employee Handbook, including the Drug and Alcohol Policy, and the Responsibilities of Employees under the Drug-Free Workplace Act of 1988.
- Residence Life Handbook;
- Athletic Handbook;
- Annual Security and Fire Safety Reports;
- State laws regarding the illegal possession, use, and distribution of alcohol and illegal drugs;
- Incident reports of student violations of the alcohol and drug policy;
- Programming Offered by Departments of Campus;
- Published Federal guidance on requirements for completing a biennial review

The University of the Incarnate Word is committed to providing a safe, healthy and productive community for all of its students and employees. UIW takes seriously the known harmful impact that the use of illegal alcohol and other drugs can have on the physical, intellectual, and psychological well-being of individuals who work and attend school at the institution, and on the campus environment and culture as a whole. The university provides alcohol and drug education programming that seeks to inform students about the law, university policy, and the responsible use of alcohol for those who are age to consume it.

Annual Policy Notification

The Dean of Campus Life sent an email to enrolled students informing them of UIW policies and procedures related to alcohol and other drugs. The notice was sent in the fall and spring semesters after the university's official census date, which was the twelfth day of classes in the Fall and Spring semesters. The notice provided both the text of the alcohol and drug policy and a link to the Student Handbook, the document containing the policy. During this biennium period copies of the actual email notices were not retained, however the text of the email content may be found in Appendix A. The policy includes the following information:

- A description of the applicable legal sanctions/disciplinary actions under federal, state, and local laws, and campus policy;
- A description of the health risks associated with alcohol and drug use; and
- A list of available treatment and support programs and services on and off campus.

All employees were first notified of the UIW drug and alcohol policy during new employee orientation held during the onboarding process. The written policy was included in the UIW Employee Handbook. It included the employee's requirement to acknowledge responsibility for complying with Drug-Free Workplace Act of 1988. New Employees provided signed acknowledgement of their receipt of the Employee Handbook. Any updates to the Handbook were disseminated via email to all employees.

The drug and alcohol policy was also outlined in the *Annual Security & Fire Safety Report* (Appendix J). The report was disseminated annually to all members of the UIW community via the university's Rave Alert system (notification via text) and was available on the UIW Police website.

Alcohol and Drug Policy

All entities of the UIW community are guided by one overarching Alcohol and Drug Policy. Various departments and schools at the University of the Incarnate Word provided additional policies which apply to their specific audience. Residence Life, Athletics, Student Organizations, and Human Resources are examples of areas that provided verbiage in their respective policies to address the use of alcohol and other drugs. Their respective handbooks are in the appendix of this document.

The UIW Student Code of Conduct

In compliance with the Drug-Free Schools and Campuses Regulations, the UIW Student Code of Conduct contained a clear statement that expressly prohibited the unauthorized possession, use, or distribution of alcoholic beverages to others, except as expressly permitted by law and UIW's alcohol policy. The Alcohol and Drug policy is found in the Student Code of Conduct section of the *UIW Student Handbook*. The content clearly described:

- The disciplinary sanctions imposed for violations of the UIW alcohol and drug policies (See Appendix C; pages 24 – 27 of the printed Student Code of Conduct; online, pages 108 - 111).
- A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol. (See Appendix C, pages 26, 35 – 36 of the printed version of the Student Code of Conduct; Online, pp. 119 – 120).
- Disciplinary sanctions for violations of the standards of conduct. (See Appendix C, pages 17 – 19 of the print version of Student Code of Conduct; Online, pp. 101 – 103).
- A description of the health risks associated with the abuse of alcohol or use of illicit drugs (See Appendix C, page 36 – 41 of the print version; Online, pp. 120 – 125).
- A list of drug and alcohol programs available to students and employees. (See Appendix C, pages 41 – 42 of the print version; Online, pp. 125 – 126).

The 2014 -2016 Student Code of Conduct was available online at:

<http://www.uiw.edu/campuslife/documents/uiwstudenthandbookfinalcopy111414.pdf>. The alcohol and drug policy were also prominently available on the Student Conduct website. A copy of the UIW Student Handbook is included in Appendix D of this document.

Students and employees who were found responsible for violations of the UIW Alcohol and Drug policy and/or Texas statutes regarding alcohol and drugs and/or violations could expect significant sanctions, up to and including suspension or expulsion from the University. Each student's alleged violation of the policy was reviewed on an individual basis in accordance with UIW's disciplinary procedures, as outlined in the Student Code of Conduct.

Compliance with UIW's Drug and Alcohol policy is a condition of continued employment for all employees of the university. Alleged violations by employees were handled in accordance with procedures outlined in the Employee Handbook. Employees found responsible for violating the policy faced disciplinary action, up to, and including, suspension or termination of employment, or referral for prosecution, or other legal consequences. Depending on the circumstances, an employee who violated the policy could be required to successfully complete a drug abuse rehabilitation program as an alternative to termination, and as a condition for continued employment.

The Dean of Campus Life was the UIW administrator with primary responsibility for adjudicating allegations of student misconduct, including alcohol and other drugs. The Assistant Director of Campus Life had secondary responsibility for managing conduct allegations. Residence Life staff also adjudicated minor infractions of the Student Code of Conduct. Reporting allegations of misconduct and the management of student conduct allegations (including alcohol and drugs) were executed using Maxient, an internet-based software program designed for student conduct processes. The software allowed a one-stop solution for reporting, adjudication, case management, and statistical analysis.

Students under 21 year of age, who were found responsible for using, possessing, or distributing alcohol or for use, possession, or distribution of drugs, faced one or more the following sanctions, as deemed appropriate for the student:

- Participation in an alcohol education activity and/or Minor in Possession course, at the student's expense
- Writing a research/reflection paper
- Notification of parent/guardians (students under the minimum legal drinking age of 21)
- Loss of residence life privileges
- Mandated substance abuse assessment
- Observation of one or more sessions of Bexar County Misdemeanor or Felony Drug Court
- Suspension or expulsion
- Notification of law enforcement authorities

UIW is concerned about students who violate state and local laws regarding consumption of alcohol and the operation of motor vehicles. The university abides by the Texas Penal Code's legal definition of intoxicated which, in part is stated as, "(A) not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body; or (B) having an alcohol concentration of 0.08 or more." (Tex. Penal Code § 49.01.).

Students found responsible for an alcohol violation received one or more of the following sanctions, as deemed appropriate for the individual:

- Loss of driving and/or parking privileges on campus for a specified period of time
- Participation in an alcohol education activity and/or Minor in Possession course, at the student's expense
- Observation of one or more sessions of Bexar County Misdemeanor or Felony Drug Court
- Community Service hours to be performed at a specific location as determined by the Dean of Campus Life (or designee)
- Writing a research/reflection paper
- Notification of parent/guardians (students under the minimum legal drinking age of 21)
- Eligibility restrictions
- Suspension or expulsion
- Notification of law enforcement authorities

Collaboration in Prevention/Education Programming, Enforcement, and Compliance

The Dean of Campus Life had primary responsibility for providing prevention education programming to UIW students. This was accomplished through the collaborative efforts of the departments in the Campus Life area: Student Conduct, Counseling, Health Services, Residence Life and Student Engagement. In addition, several UIW departments and offices across the campus collaborated in prevention, education, enforcement and compliance efforts regarding the alcohol and drug policy on campus. Our offices also partnered with community agencies to provide programming intended to enhance students' knowledge of a variety of alcohol and drug-related topics and the external resources available to them.

Campus Life and the Office of Judicial Affairs (Student Conduct)

The Dean of Campus Life was responsible for adjudicating cases of alleged violations of the UIW Student Code of Conduct, including alcohol and other drugs misconduct. The Dean was also responsible for providing alcohol and drug prevention education and programming to UIW students.

A new UIW student's initial opportunity for broad-based alcohol and drug education occurred through the required Dimensions of Wellness Classes, a class required of all UIW students. Students enrolled in those classes took an online course entitled *Think About It*. In this interactive course, students were educated about alcohol, sex, sexual violence and healthy relationships.

Think About It. In the 2014 – 2015 and 2015 – 2016 academic years, UIW implemented alcohol and drug training for students. The training was implemented through the Dimensions of

Wellness classes, a class required of all UIW students. Students enrolled in Dimensions of Wellness classes were required to complete the online, interactive course entitled *Think About It*. Students were educated about alcohol, sex, sexual violence, and healthy relationships, and were given tools to confront serious issues they might encounter on campus. The Assistant Director of Campus Life coordinated completion of the *Think About It* course with each faculty member teaching the Dimensions of Wellness Course. Completion of the online training was a significant portion of each student's evaluation for a semester grade.

Examples of other educational programming facilitated and coordinated by the Assistant Dean of Campus Life are in Appendix H. They include presentations to the general student body and Resident Assistants, Student Athletes, Student Organizations and members of Greek organizations. Programming examples include:

Liquor, Love and Drugs- An interactive program offered prior to Spring Break and designed to help students plan for the ultimate Spring Break by knowing the difference between myths and the truth about alcohol. The program was presented by the San Antonio Council on Drug and Alcohol Abuse and offered in collaboration with UIW Campus Life and Athletics (March 7, 2016)

Let's Talk About. . . Healthy Relationships- An interactive program offered to all students by the Rape Crisis Center in collaboration with UIW Campus Life and Athletics. Students learned about the signs of good and bad relationships. The role that the ingestion of alcohol can play to exacerbate an unhealthy relationship was also discussed. (April 21, 2016)

Do You Want a Beverage? Using the metaphor of tea, the topic of consent was presented to women attending the South Texas Panhellenic Conference. The role alcohol can play in an unwanted sexual encounter was also discussed. (March 21, 2015)

The Red Flag Campaign UIW launched the Red Flag campaign in 2015 to bring about an awareness of the importance of bystander intervention strategy in the prevention of sexual assault, dating violence, and stalking on college campuses. UIW Greek Life members and the STARS participated in educating their peers and other campus community members to say something when they see warning signs ("red flags") for sexual assault, dating violence, or stalking in a friend's relationship. The education campaign informed students of the role alcohol often plays in dating violence. (Fall & Spring 2015)

National Night Out. October 7, 2014 UIW sponsored its inaugural National Night Out. UIW joined the San Antonio community in celebrating community partnerships. Interactive games and activities provided a fun and informative way to educate students about alcohol, drugs and safety. On October 6, 2015, the second annual National Night Out featured participation by community agencies such as Mothers Against Drunk Drivers, The San Antonio Sheriff's Department, and the Rape Crisis Center. Over 700 guests attended.

The UIW Police Department

The UIW Police Department is recognized by the State of Texas as a police agency. The Chief of Police oversees a combined staff of both sworn and non-sworn personnel. Police officers are on duty 24 hours a day 365 days a year, to insure the safety of the University community, and to enforce the laws of Texas and the regulations of the University. The Department worked in collaboration with the Dean of Campus Life and the Residence Life Department in responding to reports of illegal activity on campus, including alcohol and drug violations. During the 2014 – 2016 biennium, the department worked collaboratively with the Dean of Campus Life to ensure enforcement of the UIW Alcohol and Drug policy.

The University Police partnered with the Residence Life Department to train Residence Life Staff and Resident Assistants to visually recognize a variety of drugs and drug paraphernalia, including the ability to identify the smell of marijuana. This was done through a controlled burn. Resident Assistants were given tips on how to recognize the signs of an alcohol and/or drug intoxicated person.

The University Police also participated in “Behind Closed Doors” a training program for Resident Assistants in which RAs were exposed to a variety of scenarios they might encounter with their residents. During the training, the UIW Police participated in a scenario involving an alcohol bust in the residence hall.

UIW Student Health Center

The UIW Health Center offered outpatient medical care for enrolled UIW Students. In 2014 – 2015, the Health Center was staffed by a registered nurse, a clinical nurse specialist, and a medical assistant. Beginning in August 2015 through 2016, the Health Center was staffed by a Clinical Nurse Specialist and a medical assistant. Students who were referred or self-reported alcohol or drug dependency concerns were provided confidential medical assistance and referrals to licensed dependency counselors in the community. The staff provided alcohol and drug education for the UIW community in a variety of ways.

Sponsorship of the STARS (Students Teaching and Advocating for Responsible Self-Growth) in 2014 - 2015. The University of the Incarnate Word’s Health Services and Counseling Departments sponsored the STARS. The group of peer educators assisted these departments with health and wellness programs throughout the year such as an annual NCAAW’s “Sober Roads” drug and alcohol abuse prevention programs, Great American Smokeout, and the annual Wellness Fair. As past recipients of a Texans Standing Tall grant, the STARS continued participation in educating their peers about drunk driving.

Health Services also facilitated the dissemination of Student Health 101, an electronic wellness/health promotion magazine that was published annually from September to June and was free to all registered students and their families. The online publication covered topics that

impact every part of wellness (including student alcohol and drug prevention education) and that had an impact on student success.

Athletics

In 2015, The University of the Incarnate Word hired a Life Skills Coordinator to assist athletes to enhance their student experience by preparing and equipping them with personal, professional, and leadership skills for life after their sport. The Life Skills Coordinator provides opportunities for personal growth through programming, advising and community services. These opportunities were provided in part through coordination and collaboration with faculty, academic advisors, and other campus resources. One of these areas of personal growth was education about alcohol and drugs. The Life Skills Coordinator collaborated with the Campus Life Office to provide such opportunities. Appendix H provides examples of the educational opportunities.

Alcohol and Other Drug Abuse Prevention for Students and Employees

Safe Harbor Policy

The UIW Safe Harbor Policy, found in the Student Handbook, allows students to self-report their use, addiction or dependency to the attention of university officials without the threat of an official drug test, conduct complaint, and/or sanctions. Students who participate in the program are provided a written action plan to assist the student in his/her recovery as long as no violence or harm to self or others is indicated by the student's conduct. Additional support is available to student athletes with substance abuse problems. The policy and program are outlined in the athletes' policy documents. *Student Athlete Handbook* and *Athletic Department Substance Abuse Policy and Procedure Program* (See Appendices D & E).

Human Resources

The Office of Human Resources supports the initiatives of the University of the Incarnate Word by providing high quality services and promoting a work environment that is characterized by diversity, fair treatment of people, open communication and personal accountability, trust and mutual respect. Human Resources disseminated the policy to all employees through the Employee Handbook and as indicated in the Employee Handbook, shared responsibility for enforcement with employees, managers, and the Dean of Campus Life.

Employees who were referred or self-reported needing assistance with alcohol and drug dependency problems could participate in services provided by the university's employee

assistance program offered by our insurer. In 2014 -2015, Humana offered those services. In 2015 – 2016 the resources were offered by Aetna. Prevention education was also provided through wellness workshops and the employee Assistance Program (EAP) newsletter. (See Appendix I).

Assessment of the UIW Alcohol and Drug Abuse Education and Prevention Efforts

In 2014 UIW sought to understand the level and alcohol use on campus. In the Fall semester, we implemented the Core Alcohol and Drug Survey (Long Form 353 students responded to the Core Alcohol and Drug Survey (Long Form) which was designed to measure alcohol and other drug use, attitudes, and perceptions among college students at two and four year institutions. Students own use and consequences of use, as well as information about perception of campus climate and policy were queried. The Executive Summary is available in Appendix K. A few key findings of the report informed our goal to offer more targeted and intentional programming in the following years:

77.2% of the students surveyed consumed alcohol in the past year and 59.2% consumed alcohol in the past 30 days. Equally alarming was the fact that 42% of underage students (under 21) consumed alcohol in the previous 30 days. 30.5% of students reported binge drinking in the previous two weeks.

Some of the key findings on the use of illegal drugs were equally concerning. 19.1% of the students reported using marijuana in the past year. 8.3% were current marijuana users. 7.7 % of the students used an illegal drug other than marijuana in the past year and 4% were current users of illegal drugs other than marijuana. The most frequently reported illegal drugs used in the 30 days prior to the survey were Marijuana (8.3%), Amphetamines (2%), and Other illegal drugs (.9%).

Regarding perceptions of the UIW environment regarding alcohol and drugs, 83% of the students surveyed knew that UIW had alcohol and drug policies. 17% indicated that they didn't know. 31.6% of students knew that UIW had alcohol and drug prevention programs; however, 66.1% indicated that they "don't know". 2.3% said there was not a program.

70.1% of students surveyed indicated that they believed that UIW is concerned about the prevention of drug and alcohol use; 19.7% said they "don't know" and 10.3% said that the campus was not concerned.

The UIW findings were compared with a reference group of 143,191 students from 312 institutions in the United States during the period 2011 – 2013. For a review of the complete Executive Summary, see Appendix K.

The findings from this survey informed our programming efforts. There was a concerted effort to increase the number of alcohol and drug education opportunities and to target populations that we observed were more frequent fliers in our conduct system regarding alcohol and drugs (e.g. residents and athletes). Examples of the programming efforts are indicated in Appendix H.

The chart below was compiled from data collected from Maxient, our Conduct/Complaint database that tracks reported incidents of alleged violations of the Student Code of Conduct. The data indicate the number of students found “responsible” for all alcohol or drug-related violations during the 2014 – 2015 and 2015 – 2016 academic years. The number of alcohol and drug conduct cases with a “responsible” outcome was reduced in the year following our increased efforts at prevention programming.

Table I
Number of Alcohol and Drug Violations of the Student Code of Conduct with a Finding of “Responsible”

Charge	2014 - 2015	2015 - 2016
Alcohol (Housing)	15	16
Alcohol Concern/Violation	6	1
Drug Concern/Violation	10	0
Drugs (Housing)	6	6
Total	37	24

The data in the charts below were compiled from Maxient and illustrate the sanctions issued by the Campus Life Judicial Educator for the 2014 – 2015 and 2015 – 2016 academic years. The most common sanctions issued to students found responsible for alcohol and drug-related violations were educational. Examples of such sanctions included one or more of the following sanctions: completion of an online course (3rd millennium classrooms, alcohol and/or marijuana), preparation of a research and/or reflection paper; notification of parents or guardians if the student was under 21 years of age. These are consistent with the sanctions outlined in the UIW Student Code of Conduct.

Table II
Sanctions Issued for Cases with a Reported Date between
August 1, 2014 through July 31, 2015

Sanction	# of Students	Total
1st Alcohol Offense Paper	15	15
2nd Alcohol Offense Paper	0	0
3rd Millennium Classrooms (Alcohol)	22	22
3rd Millennium Classrooms (Marijuana)	16	16
3rd Millennium Follow-Up (Marijuana)	0	0
3rd Millennium Follow-Up Alcohol	0	0
Career Services (Alcohol)	0	0
Drug Court	0	0
Marijuana Paper	11	11
Parental Notification*	29	29
Providing Alcohol to Minors Paper	0	0
Random Drug Testing	5	5
Reflection Paper	6	6
University Expulsion*	0	0
University Housing Expulsion*	0	0
University Housing Probation*	11	8
University Housing Suspension*	7	7
University Probation*	2	2
University Suspension*	0	0
University Suspension—Probated*	16	16

*Indicates sanctions that might also have been assigned for conduct violations other those related to alcohol and drugs (e.g. health/safety concerns, theft, destruction of property, etc.).

Table III
Sanctions Issued for Cases with a Reported Date between
August 1, 2015 through July 31, 2016

Sanction	# of Students	Total
1st Alcohol Offense Paper	21	21
2nd Alcohol Offense Paper	0	0
3rd Millennium Classrooms (Alcohol)	26	26
3rd Millennium Classrooms (Marijuana)	7	7
3rd Millennium Follow-Up (Marijuana)	0	0
3rd Millennium Follow-Up Alcohol	0	0
Career Services (Alcohol)	0	0
Drug Court	0	0
Marijuana Paper	5	5
Parental Notification*	29	29
Providing Alcohol to Minors Paper	0	0
Reflection Paper*	7	7
Substance Abuse Assessment	3	3
University Expulsion*	0	0
University Housing Expulsion*	0	0
University Housing Probation*	2	2
University Housing Suspension*	5	5
University Probation*	0	0
University Suspension*	0	0
University Suspension—Probated*	2	2

*Indicates sanctions that might also have been assigned for conduct violations other those related to alcohol and drugs (e.g. health/safety concerns, theft, destruction of property, etc.).

UIW Alcohol and Other Drug Program Strengths, Weaknesses, and Recommendations

Program Strengths

- UIW policies, procedures, and prevention education provided sound guidance to students, faculty and staff on alcohol and other drug abuse and related conduct and disciplinary actions. These policies are reviewed and updated biennially.
- UIW alcohol and drug sanctions for students were consistently applied when misconduct is found.
- UIW Residence Life staff consistently reported misconduct related to alcohol and drug abuse through our online reporting system.
- Offices and departments across UIW collaborate to provide alcohol and drug education programming including presentations, events, and other educational opportunities.
- Training efforts assist students to recognize, report, and refer alcohol and drug misuse.
- UIW students, faculty, and staff have access to assistance programs and may access available free community resources and those offered through insurance.

Program Weaknesses and Challenges

- Education and prevention programming primarily targeted main campus undergraduate students.
- Education and prevention programming was heavily focused on alcohol.
- UIW did not have full-time staff with primary responsibility for AOD education and prevention programming.
- UIW did not have a strategic plan to develop, coordinate, implement and assess the effectiveness of our prevention education program.
- Prominent social messaging on campus and the availability of community activities that promote drinking made it challenging to promote a consistent alcohol prevention message.
- There was no specific alcohol and drug prevention programming for UIW employees.

Recommendations to Strengthen the Effectiveness of Alcohol and Other Drug Programs for the next Biennium

- Appoint a Biennial Review Team to review policy, promote, and coordinate to assess alcohol and other drug prevention education efforts. Include representatives from each of the professional schools.
- Consider establishing a staff position with primary responsibility for AOD prevention education programming and assessment.

- Develop an AOD strategic plan that utilizes available data to address prevention education needs.
- Continue university-wide efforts to offer comprehensive AOD programming.
- Increase the amount of drug information content in the training required of new students. Enhance the alcohol and other drug prevention education and programming information available on the website.
- Review the distribution plan for annual notifications to ensure that all students, regardless of enrollment date or program, receive AOD policy. Similarly, review processes to ensure that all employees receive the policy.
- Assess the prevention programming opportunities available for UIW employees.
- Review and compare the alcohol and drug policies required for students enrolled in each of the Professional Schools.

APPENDIX A

Text of email Annual Notification of Alcohol and Drug Policy for 2014 - 2015 and 2015 -2016

Dear Students:

In compliance with the Drug-Free Schools and Communities Act, The University of the Incarnate Word distributes alcohol and drug prevention education information to all students. This information includes the standards of conduct prohibiting the unlawful possession use, or distribution of illicit drugs and alcohol; local, state, and federal laws and sanctions related to illicit drugs and alcohol; the health risks associated with the use of illicit drugs and alcohol; any drug and alcohol counseling, treatment, rehabilitation, or other programs available to students; and a statement notifying students that UIW will impose sanctions for alcohol and drug violations of the UIW Student Code of Conduct up to, and including expulsion from the university.

<http://www.uiw.edu/campuslife/documents/uiwstudenthandbookfinalcopy111414.pdf>

The drug and alcohol policy is attached and is available online in the UIW Student Handbook at:

Please contact me at reneem@uiwtx.edu if you have any questions or concerns about the policy.

Sincerely,

Renée Thurston Moore, Ph.D.
Dean of Campus Life
University of the Incarnate Word

APPENDIX B

Administrator-Staff Guidelines

Drug and Alcohol Policy Sections 7.19; 7.20; 7.21; 7.22; 7.23; 7.24

**University of the Incarnate Word/
Incarnate Word High School/
St. Anthony Catholic High School**

**Administrator/Staff
Guidelines**

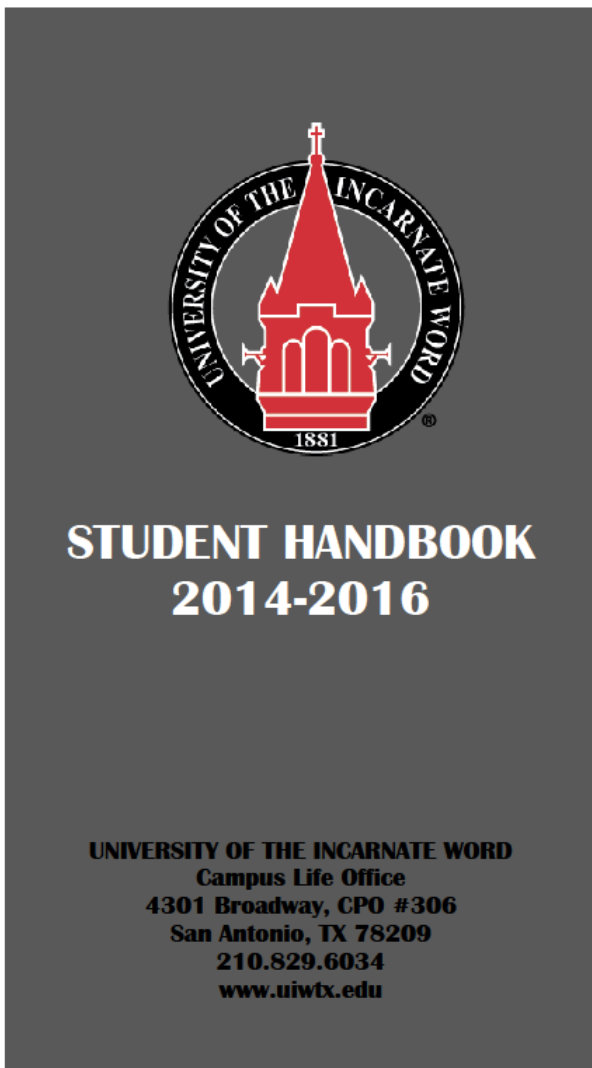
Published 2008-06-20

APPENDIX C

Student Handbook

<http://www.uiw.edu/campuslife/documents/uiwstudenthandbookfinalcopy111414.pdf>

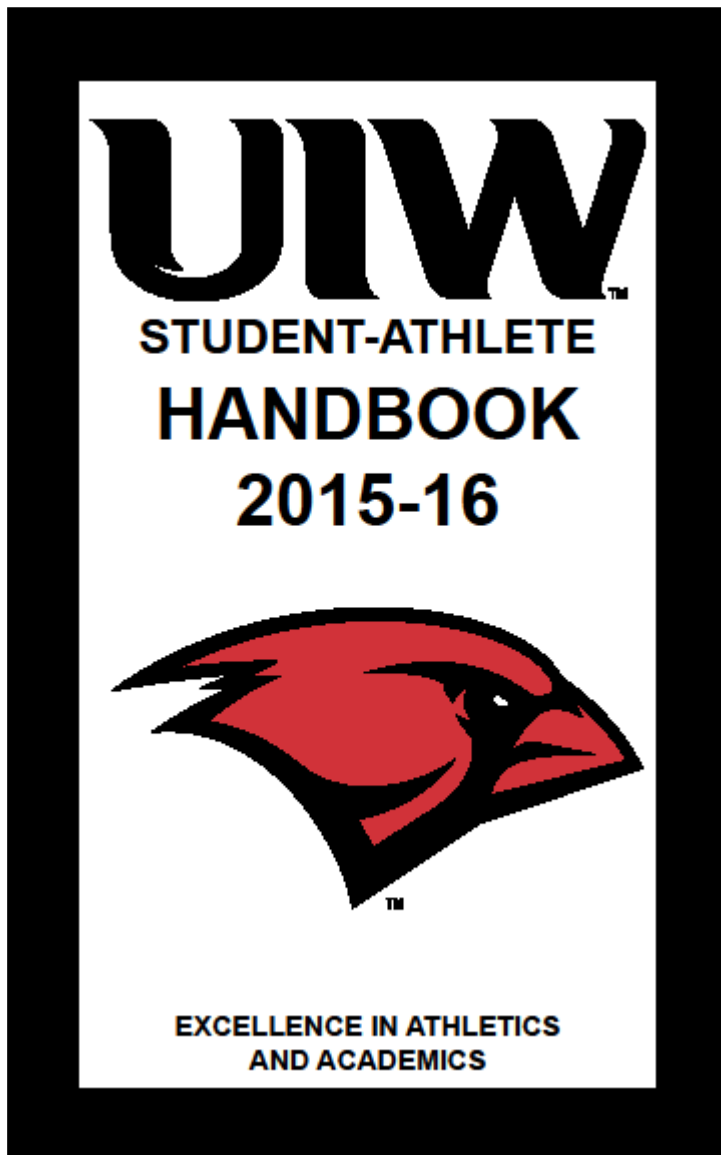
Student Code of Conduct Pages 1 – 20
Alcohol and Drug PolicyPages 21 – 26
Texas Law.....Appendix A
Health Risks.....Appendix B
Prevention Education & Intervention Resources.....Appendix C



APPENDIX D

Student Athlete Handbook

Substance Abuse Policies19 – 36



APPENDIX E

Athletic Department Substance Abuse Policy and Procedure Program



**UNIVERSITY OF THE
INCARNATE WORD**

Athletic Department

**Substance Abuse
Policy and Procedure Program**

Adopted - Summer 2003

Revision Dates:
September 2004
July 2005
July 2006
July 2009
July 2010
April 2011
July 2012
July 2013
July 2016

APPENDIX F

Student Organization Manual

Alcohol Policy pages 34 – 39

University of the Incarnate Word



**Student
Organization
Manual
2014 – 2015**

revised February 2015

APPENDIX G

Residence Life Handbook

Alcohol and Drug Policies - pages 6 – 7

Revised: 7/28/15 JRCB

RESIDENCE LIFE HANDBOOK



RESIDENCE LIFE

Table of Contents

RESIDENCE LIFE HANDBOOK.....	2
UIW MISSION STATEMENT.....	2
UIW RESIDENCE LIFE MISSION STATEMENT.....	2
DISCIPLINARY PROCEDURES.....	2
LIVING IN A UNIVERSITY COMMUNITY.....	3
ROOM ASSIGNMENT - RESERVATIONS - CHECK-IN AND CHECKOUT PROCESS.....	4
RESIDENCE LIFE POLICY- ADDENDUM TO THE STUDENT CODE OF CONDUCT.....	6
ADDITIONAL GUIDELINES AND POLICIES.....	10
RESIDENTIAL SERVICES.....	12
SAFETY AND SECURITY.....	16
CRIME PREVENTION STRATEGIES.....	17
FIRE SAFETY TIPS.....	18

APPENDIX H

Sample Presentations & Programs

- **Liquor, Love, & Drugs** (March 7, 2016)
- **Let's Talk About Healthy Relationships** (April 21, 2016)
- **Do You Want a Beverage** (March 21, 2015)
- **National Night Out** (October 7, 2014; October 6, 2015)
- **Newsletter: Athletics Life Skills Coordinator** (Spring 2016)

The University of the Incarnate Word®

LIQUOR, LOVE, and DRUGS



Play games to know the difference between myths and the truth!

MONDAY, MARCH 7

LIBRARY AUDITORIUM

6:00 PM

Presentation by:
San Antonio Council on Drug &
Alcohol Abuse

Sponsored by:
UIW Campus
Life & Athletics

Questions?
Contact Monica Solis-Hoefl
at hoeflm@uiwtx.edu

THE UNIVERSITY OF THE INCARNATE WORD®

LET'S TALK ABOUT...

RESPECT

FEAR

JEALOUSY

PROMISES

**HEALTHY
RELATIONSHIPS**

MANIPULATION

AGGRESSION

LOVE

TRUST

**THURSDAY, APRIL 21
LIBRARY AUDITORIUM
7:00 PM**

**PRESENTED BY:
THE RAPE
CRISIS CENTER**

**SPONSORED BY:
UIW CAMPUS LIFE
& ATHLETICS**

**QUESTIONS?:
CONTACT MONICA
SOLIS-HOEFL AT
HOEFLM@UIWTX.EDU**



DO YOU WANT A BEVERAGE?
MÓNICA L. SOLÍS-HOEFL, MS, NCC, LPC-S

South Texas Panhellenic
Conference
March 21, 2015

Booklet: National Night Out 2014



UIW National Night Out 2014

#UIWNNO



UIW's Inaugural National Night Out!

Celebrating Community Partnerships & Police

The University of the Incarnate Word hosted its inaugural National Night Out on Tuesday, October 7th from 4:00 p.m. to 7:00 p.m. at the center of campus at Oubens Lawn. Over 700 students, faculty, staff, and administration celebrated UIW's community partnerships and police through interactive games and activities.

The event was kicked off with UIW student Iselin Chavez performing the National Anthem. Activities included the UIW Police Department Call Box Scavenger Hunt, the Wellness Center's obstacle course, and safety information was provided by UIW's Health Services, U.F.R.I.F. Mabie Library, Counseling Services, Red Flag Campaign, and the Texas Alcohol & Beverage Commission. Special performances and demonstrations were provided UIW's Spirit Team, Self Defense by UIW's Dr. Norma St. Clair, Associate Professor at the Drexler School of Education, Zumba by UIW student Kimberly Ibarra, and Henna by UIW's Dr. Capita Nath, Associate Professor at the College of Humanities, Arts & Social Sciences. Everyone enjoyed music by DJ Mueenik while engaging in the festivities, eating tacos, juices and refreshing mocktail piña colodas and margaritas. Students participated in a dance off, as well as in activities for a chance to win prizes, which included a 32" flat screen television, 26" mountain bicycle, and roadside travel kits.



UIW Police Department Host Call Box Scavenger Hunt



Captain Jacob George & Gabriele Casarino from the UIW Police Department preparing for the Call Box Scavenger Hunt.



SAFETY IS EVERYBODY'S RESPONSIBILITY!

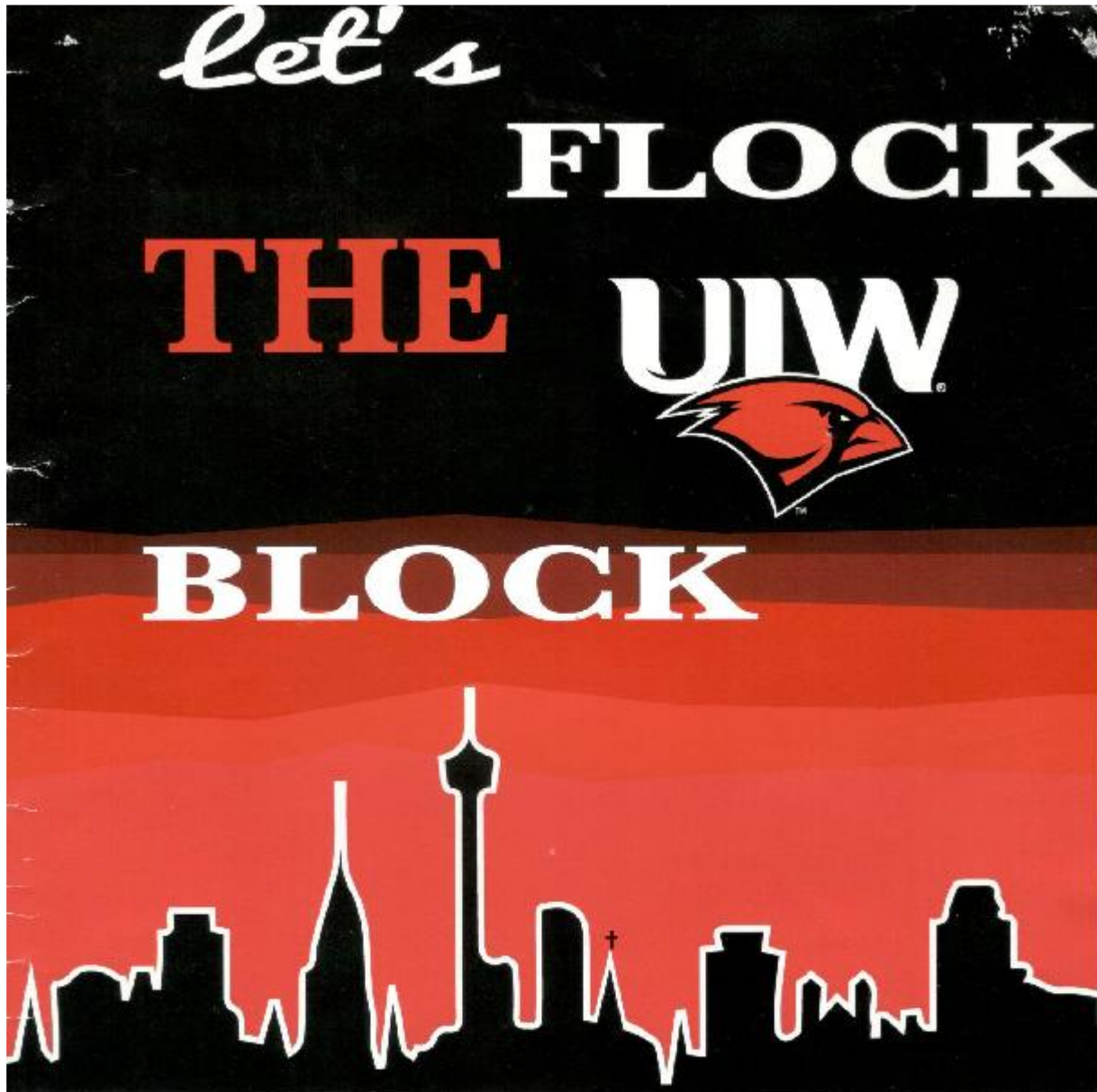


Students participating with pictures of campus call boxes for their drawing entrance for prizes.



The University of the Incarnate Word's Police Department hosted a Call Box Scavenger Hunt to share and show students, faculty, staff and administration the importance and purpose of the 911 call boxes located throughout campus properties. Teams joined together to solve various riddles and located call boxes close to the National Night Out event. Teams took pictures and returned to the book with evidence of their findings for a chance to win a 32" flat screen television and 26" mountain bicycle.





POLICE. COMMUNITY. PARTNERSHIP.

University of the Incarnate Word®

National Night Out

Tuesday, October 6, 2015

4 p.m. to 7 p.m.



May 2016: First Class to Graduate with Student-Athlete Stoles

Summer 2016 Orientation Dates for incoming Freshmen:

- Wednesday, June 8
- Thursday, June 18
- Thursday, June 23
- Wednesday, June 29
- Thursday, July 7
- Wednesday, July 13
- Wednesday, August 10
- Wednesday, August 17

The Student-Athlete Advisory Committee (SAAC) has made UTW history. UTW student-athletes walked the graduation stage on Sunday, May 8th displaying a white stole, that read "Student-Athlete" across their gowns. The stoles contained the University's traditional steeple logo, as well as the UTW Athletics Cardinal logo. When asked what this meant to student-athletes, SAAC Treasurer and May 2016 graduate, Andrew Grossman said, "I was filled with pride upon receiving the stole just as I was representing UTW on the field. It was a special memento validating of all the hard work people

put in for me as well the work that I put in to be a student-athlete at UTW." A big thank you to everyone who contribut-

ed to the success of our 66 student-athlete graduates!



Tucker Brown (Men's Tennis)



Malisa Vatanadilok (Women's Tennis)

Inside this issue:

- Community Service 2
- Professional Development 3
- NCAA Apple Conference 3
- SAAC Initiative 4
- What to Expect Fall 2016 5
- Southland Strong 6
- Resource Center 6



Nat Duron and Katelyn Helm (Softball)



Jerome McElroy (Football)



Aricka Adams and Breanna Birmingham (Women's Basketball)

Life Skills Programming - Spring 2016:

Wednesday, January 20th – **Communication** for Softball at 3pm in Natatorium Classroom

- Facilitated by Life Skills

January 22nd – 23rd – NCAA Apple Conference (<https://apple.studenthealth.virginia.edu/educational-partners>)

- Facilitated by Drug Free Sport, Gordie Center for Substance Abuse Prevention, myPlaybook, NCAA Sports Science Institute, Team Coalition, UNCG Institute to Promote Athlete Health and Wellness

Monday, January 25th – **Time Management** at 7pm in Natatorium Classroom

- Facilitated by Tutoring Services

Thursday, January 28th – **Nutrition** at 7pm in Natatorium Classroom

- Facilitated by Beth Senne-Duff (Associate Professor, Nutrition)

Friday, January 29th – **Time Management** at 10am in Natatorium Classroom

- Facilitated by Tutoring Services

Wednesday, February 3rd – **Financial Literacy** at 7pm in Library Auditorium

- Facilitated by Financial Aid

Tuesday, February 16th – **Grad School** at 7pm in Natatorium Classroom

- Facilitated by Johnny Garcia, Assistant Director of Graduate Admissions

Wednesday, February 24th – **Delete Blood Cancer Donor Drive** at 10am in Circle

- Organized by Life Skills and SAAC

Wednesday, February 25th – **Delete Blood Cancer Donor Drive** at 10am in Circle

- Organized by Life Skills and SAAC

Wednesday, February 27th – **Delete Blood Cancer Donor Drive** at 10am in Convo

- Organized by Life Skills and SAAC

Monday, March 7th – **Liquor, Love, and Other Drugs** at 6pm in Library Auditorium

Tuesday, March 8th – **HIV 101** at 6pm in Natatorium Classroom

- Facilitated by San Antonio Aids Foundation

Thursday, March 10th – **MADD** Presentation at 7pm in Library Auditorium

- Facilitated by Mothers Against Drunk Driving of San Antonio

Monday, March 14 – Alternative Spring Break

- Arranged by Life Skills

Tuesday, March 22nd – **Social Media Branding** at 7pm in Natatorium Classroom

- Facilitated by Life Skills

Thursday, April 21st – **Healthy Relationships** at 7pm in Library Auditorium

- Facilitated by Rape Crisis Center of San Antonio

Monday, April 25th – **Stress Management** at 7pm in Natatorium Classroom

- Facilitated by Life Skills

Wednesday, April 27th – **Stress Management** at 7pm in Library Auditorium

- Facilitated by Life Skills

APPENDIX I

Sample Employee EAP Newsletter

From: Human Resources Account

Sent: Friday, January 15, 2016 4:33 PM

Subject: January Resources for Living Newsletter

Please see attached this month's newsletter with informative articles on how to help your family enjoy a fit lifestyle. We have also included a calendar of informative webinars scheduled for the month of January! If you missed any webinars they are available online. Please see below (also attached).

This is a great resource where you can find initial assistance on serious topics such as legal, financial, parenting, and mental health. It is completely confidential except for circumstances that are required to be reported by law.

The website address is <https://www.aetnaeap.com>

Username: [uiwtx](#)

Password: [eap](#)

What's your happy?
Ready...

January 2015 Newsletter

Ready to conquer your fear? Go back to the mall... with your sneakers on The joys — and job — of owning a pet e-Thoughts — My New Year's resolution

Did you know you can overcome some fears by confronting them? **Learn more...**

Looking for a low-cost, warm place to exercise this winter? Here's a great idea. **More...**

Thinking about getting a pet? Sure you're ready? Try this quiz... **More...**

This year I'm resolving to do something that will make me really happy. **More...**

Getting help
Confidential support, information and resource referrals are available for a variety of concerns — both work and personal. Call for assistance for you, your household members or your adult children under age 26, whether they live at home or not. Call or visit us online today!

44-223037 | 8 000700

APPENDIX J

Annual Security and Fire Safety Report



**Annual Security
& Fire Safety Report**

Published September 30, 2016

APPENDIX K

UIW Core Alcohol and Drug Survey Long Form

The University of the Incarnate Word (online) (2014 Other)

SUIC-Care Institute
374 E. Grand Avenue
(618) 455-4420
Carbondale, IL 62901

Consortium Number =
Institution Number = 6537
Number of Surveys = 353

Executive Summary

Core Alcohol and Drug Survey - Long Form

Tuesday, December 02, 2014

Page 1 of 8

The University of the Incarnate Word (online)

CORE ALCOHOL AND DRUG SURVEY LONG FORM - FORM 194

EXECUTIVE SUMMARY

The Core Alcohol and Drug Survey was developed to measure alcohol and other drug usage, attitudes, and perceptions among college students at two and four-year institutions. Development of this survey was funded by the U.S. Department of Education. The survey includes several types of items about drugs and alcohol. One type deals with the students' attitudes, perceptions, and opinions about alcohol and other drugs, and the other deals with the students' own use and consequences of use. There are also several items on students' demographic and background characteristics as well as perception of campus climate issues and policy.

Key Findings from students at The University of the Incarnate Word (online)

Following are some key findings on the use of alcohol:

- 75.2% of the students consumed alcohol in the past year ("annual prevalence").
- 59.2% of the students consumed alcohol in the past 30 days ("30-day prevalence").
- 42.0% of underage students (younger than 21) consumed alcohol in the previous 30 days.
- 30.5% of students reported binge drinking in the previous two weeks. A binge is defined as consuming 5 or more drinks in one sitting.

Following are some key findings on the use of illegal drugs:

- 15.1% of the students have used marijuana in the past year ("annual prevalence").
- 8.3% of the students are current marijuana users ("30-day prevalence").
- 7.7% of the students have used an illegal drug other than marijuana in the past year ("annual prevalence").
- 4.0% of the students are current users of illegal drugs other than marijuana ("30-day prevalence").

The most frequently reported illegal drugs used in the past 30 days were:

- 8.3% Marijuana (pot, hash, hash oil)
- 2.0% Amphetamines (diet pills, speed)
- 0.9% Other illegal drugs