

**Part 86, Drug-Free Schools and Campuses Regulations  
Compliance Checklist  
Texas Christian University**

**Biennial Review  
2012**

Sparkle Greenhaw, Ph.D., NCC, LPC-S  
Director, Alcohol & Drug Education Center

**Consultants for DFSCA  
2012**

Shari Barnes  
Director of Employee Relations, Human Resources

Leah Carnahan  
Assistant Director, Fraternity & Sorority Life

Jared Cobb  
Director, Student Organizations

Yvonne Giovanis  
Associate Director, Alcohol & Drug Education Center

Rachel Hopper  
Assistant Director, Housing & Residence Life

Jill Laster  
Associate Vice Chancellor for Human Relations and Risk Management, Human Resources

Rachel Leshner  
Program Specialist, Alcohol & Drug Education Center

Susan Oakley  
Training Manager, Human Resources

Summer Priest  
Hall Director, Housing & Residence Life

Glory Robinson  
Associate Dean, Campus Life

Brooke Scogin  
Director, Fraternity & Sorority Life

Nick Whitesell  
Assistant Dean, Campus Life

Robin Williamson  
Director, Orientation

**Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist  
Texas Christian University 2012**

**1. Does the institution maintain a copy of its drug prevention program?**

Yes  X  No \_\_\_\_\_

**If yes, where is it located?**

A notebook containing each year's activities is located in the Alcohol & Drug Education Center, University Recreation Center basement, room #049. Information about the program can also be found online [www.ade.tcu.edu](http://www.ade.tcu.edu).

**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;**

Students: Yes  X  No \_\_\_\_\_

Staff and Faculty: Yes  X  No \_\_\_\_\_

Students: Please see TCU Student Handbook 2011-2012, pages 6-10, and Code of Student Conduct, section 3.2.10 (Drugs) and section 3.2.11 (Alcohol), pages 51-52 of Handbook. The Handbook is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu). Every student receives an email from the Campus Life Office each semester containing this information in the body of the email.

Staff and Faculty: Please see Handbook for Faculty and Staff, pages 92-94, section General Policies and Services. A copy of the Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Faculty and Staff Policy is also located online [www.hr.tcu.edu/303.htm](http://www.hr.tcu.edu/303.htm) 2.006 Drug-Free Workplace Policy and 2.007 Drug and Alcohol Abuse Policy on the Human Resources website. Every faculty and staff person receives an annual email from Human Resources containing a link to the Faculty/Staff Handbook.

**b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;**

Students: Yes  X  No \_\_\_\_\_

Staff and Faculty: Yes  X  No \_\_\_\_\_

Students: Please see TCU Student Handbook 2011-2012, page 10, Policies and Procedures for Students, section “Health Risks Associated with Substance Abuse.” The Handbook is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu). Every student receives an email from the Campus Life Office each semester containing this information in the body of the email.

Staff and Faculty: Please see Handbook for Faculty and Staff 2011-2012, pages 92-94, section “Abuse Information, Substance.” The Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Faculty and Staff Policy is also located online [www.hr.tcu.edu/303.htm](http://www.hr.tcu.edu/303.htm) 2.006 Drug-Free Workplace Policy and 2.007 Drug and Alcohol Abuse Policy on the Human Resources website. Every faculty and staff person receives an annual email from Human Resources containing a link to the Faculty/Staff Handbook.

**c. A description of applicable legal sanctions under local, state, or federal law;**

Students: Yes  No   
Staff and Faculty: Yes  No

Students: Please see TCU Student Handbook 2011-2012, page 36, “Texas State Law” and “Federal Law” tables. The Handbook is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu). Every student receives an email from the Campus Life Office each semester containing this information in the body of the email.

Staff and Faculty: Please see Handbook for Faculty and Staff 2011-2012, pages 92-94, Alcohol and Drug Penalties “Texas State Law” and “Federal Law” tables. A copy of the Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Faculty and Staff Policy is also located online [www.hr.tcu.edu/303.htm](http://www.hr.tcu.edu/303.htm) 2.006 Drug-Free Workplace Policy and 2.007 Drug and Alcohol Abuse Policy on the Human Resources website. Every faculty and staff person receives an annual email from Human Resources containing a link to the Faculty/Staff Handbook.

**d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs;**

Students: Yes  No   
Staff and Faculty: Yes  No

Students: Please see TCU Student Handbook 2011-2012, pages 8-10, sections “Drug Abuse Policy and Penalties,” “Help Is Available,” and “Alcohol and Drug Education.” The Handbook is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu). A copy of the Handbook is provided with this report. Every student receives an email from the Campus Life Office each semester containing this information in the body of the email.

Staff and Faculty: Please see Handbook for Faculty and Staff 2011-2012, pages 92-94, "Sources of Help." A copy of the Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Faculty and Staff Policy is also located online [www.hr.tcu.edu/303.htm](http://www.hr.tcu.edu/303.htm) 2.006 Drug-Free Workplace Policy and 2.007 Drug and Alcohol Abuse Policy on the Human Resources website. Every faculty and staff person receives an annual email from Human Resources containing a link to the Faculty/Staff Handbook.

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

Students: Yes  No   
Staff and Faculty: Yes  No

Students: Please see TCU Student Handbook 2011-2012, page 6-9, sections "Alcohol Policy Violations: Procedures and Sanctions for Individuals," "Keg Penalties," and "Drug Abuse Policy and Penalties." The Handbook is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu). Every student receives an email from the Campus Life Office each semester containing this information in the body of the email.

Staff and Faculty: Please see Handbook for Faculty and Staff 2011-2012, pages 92-94, "General Policies and Services." A copy of this section of the Handbook is attached to this report and is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf). Faculty and Staff Policy is also located online [www.hr.tcu.edu/303.htm](http://www.hr.tcu.edu/303.htm) 2.006 Drug-Free Workplace Policy and 2.007 Drug and Alcohol Abuse Policy on the Human Resources website. Every faculty and staff person receives an annual email from Human Resources containing a link to the Faculty/Staff Handbook.

**3. Are the above materials distributed to students in one of the following ways?**

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

Yes  No

Every student receives an email from the Campus Life Office at least once each year containing this information in the body of the email.

**b. Through campus post office boxes**

Yes  No

**c. Class schedules which are mailed to each student**

Yes  No

**d. During freshman orientation**

Yes  No

This information, and information regarding the TCU Student Handbook, is communicated to parents and families during orientation.

**e. During new student orientation**

Yes  No

This information, and information regarding the TCU Student Handbook, is communicated to parents and families during orientation.

**f. In another manner (describe):**

Information is also distributed through:

- Residence Hall Welcome Meetings to all on-campus students
- Residence Hall check-in
- Need To Know program to all first-year students
- Individual student leader trainings and student organization programs
- Student organization risk management training
- The TCU website [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu).

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

Yes  No

All students receive an email from the Campus Life Office each semester outlining the above information.

The Student Handbook with all TCU policies and the Student Code of Conduct is available online [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu).

All first-year students are expected to attend the Need to Know (N2K) program the Saturday before classes begin. Information regarding campus expectations, policies, and resources is disseminated during this program. Students swipe their TCU ID cards upon entrance to this program.

Students living on-campus are expected to attend a Welcome Meeting the day before the first day of classes. Information regarding campus expectations and policies is communicated to students.

Students are required to live on-campus for two years. Each student living on-campus must sign a Campus Housing License. This License states "I understand and agree to abide by all rules, regulations, policies and procedures pertaining to Texas Christian University students as outlined in the TCU Student Handbook and housing policies,

found online at [www.housing.tcu.edu](http://www.housing.tcu.edu)". This License is available through the Housing and Residence Life website [www.rlh.tcu.edu/files/Contract.pdf](http://www.rlh.tcu.edu/files/Contract.pdf).

Students living on-campus also sign a statement during residence hall check-in stating: "As a TCU Student, I acknowledge the following...I understand that I am expected to know and abide by the Code of Student Conduct and all terms that are outlined in the TCU Student Handbook which can be found online at [www.studenthandbook.tcu.edu](http://www.studenthandbook.tcu.edu).

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

Yes  No

TCU does not allow students to enroll after the date of the initial Handbook distribution; therefore, all students receive the initial email.

**6. Are the above materials distributed to staff and faculty in one of the following ways?**

**a. Mailed**

Staff: Yes  No

Faculty: Yes  No

Faculty and staff are emailed the link to the most recent Faculty/Staff Handbook each year. The Faculty/Staff Handbook is available online [www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf).

**b. Through campus post office boxes**

Staff: Yes  No

Faculty: Yes  No

**c. During new employee orientation**

Staff: Yes  No

Faculty: Yes  No

Human Resources includes this information in a presentation during new employee orientation. Also, new faculty and staff are given a flash drive with this information during orientation.

**d. In another manner (describe):**

Faculty and staff are emailed the link to the most recent Faculty/Staff Handbook each year. The Faculty/Staff Handbook is available online [http://www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf).

**7. Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually?**

Staff: Yes  No

Faculty: Yes  No

Because each copy of the Handbook is emailed to each specific employee, the administration is reasonably assured that each member of the staff and faculty receives a copy of the Handbook annually.

**8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?**

Staff: Yes  No

Faculty: Yes  No

New Employee Orientation is mandatory for every new faculty/staff. A copy of the information is also available online

[http://www.tcu.edu/files/Faculty\\_Staff\\_Handbook.pdf](http://www.tcu.edu/files/Faculty_Staff_Handbook.pdf).

**9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?**

**a. Conduct student alcohol and drug use survey**

Yes  No

The Core Alcohol and Drug Survey (Long Form) is administered online to a random sample of students during the spring semester every two-three years in an effort to evaluate the effectiveness of prevention efforts and to monitor use trends. The most recent Core Survey was distributed in Spring 2010.

**b. Conduct opinion survey of its students, staff, and faculty**

Students: Yes  No

Staff and Faculty: Yes  No

The Core Alcohol and Drug Survey (Long Form) contains items designed to measure student opinions regarding use, risk, and consequences. Individual alcohol and drug assessment and education group evaluations are administered routinely. Satisfaction and pre-/post-test data are collected and used to plan prevention programming and set program goals. No formal feedback is gathered from faculty and staff; however, feedback is considered whenever given.



**c. Evaluate comments obtained from a suggestion box**

Students: Yes  No   
Staff and Faculty: Yes  No

Any individual can send questions or comments to the Center through the ADE website [www.ade.tcu.edu](http://www.ade.tcu.edu). This information is received by the Director of the Alcohol & Drug Education Center. Non-structured feedback and anecdotal information is gathered from students, staff, faculty, and the community year-round.

**d. Conduct focus groups**

Students: Yes  No   
Staff and Faculty: Yes  No

Each week education groups are conducted by the Alcohol & Drug Education Center for those students who have violated the alcohol or drug policy. These education groups not only serve as a mechanism for educating violators, but also as a mechanism for evaluating components of the University's approach to alcohol and other drugs. In addition, these groups allow Center staff to collect information on students' perceptions of prevention strategies that have been implemented and possible strategies that they believe could be effective. Pre- and post-test data and evaluations are used to plan prevention programming and program goals.

**e. Conduct intercept interviews**

Students: Yes  No   
Staff and Faculty: Yes  No

**f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees**

Students: Yes  No   
Staff and Faculty: Yes  No

Students mandated to drug treatment must work with and provide documentation to Karen Bell Morgan, Assistant Dean of Campus Life for Health Promotion prior to being eligible to return to classes and/or the residential community. Students may be required to complete mandatory drug testing upon returning to the University.

Human Resources monitors faculty and staff who have been referred to treatment or counseling for AOD related issues.

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

Students: Yes  No

Staff and Faculty: Yes  No

The Center annually evaluates the effectiveness of students who have progressed through the individual alcohol and drug assessment process. Evaluation is based on recidivism rates and timeliness of progression. Fewer than 15% of students receiving an alcohol violation received more than one violation. Individual student disciplinary cases are discussed in weekly case management meetings with relevant University staff.

Human Resources monitors faculty and staff who have been sanctioned for AOD related issues.

**h. Other (please list):**

Monitoring of alcohol and drug violation sources annually  
Self-study in preparation for SACS Accreditation  
Internal and external benchmarking

**10. Who is responsible for conducting these biennial reviews?**

The Director of the TCU Alcohol & Drug Education Center is responsible for gathering information and documenting the biennial review.

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

Yes  No

**12. Where is the biennial review documentation located?**

The full report with supporting documentation is housed in the TCU Alcohol & Drug Education Center, University Recreation Center basement room #049. The report is also found online [www.ade.tcu.edu](http://www.ade.tcu.edu).

Name: Sparkle Greenhaw, PhD, NCC, LPC-S

Title: Director

Department: TCU Alcohol & Drug Education Center

Phone: 817.257.7100

E-mail: k.greenhaw@tcu.edu

**13. Comments:**

Texas Christian University is in significant compliance with DFSCA requirements.