

**Los Angeles City College  
Drug Free Schools and Campuses Regulations  
Education Department General Administrative Regulations  
(EDGAR) Part 86**

**2013 Biennial Review Report**

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**INTRODUCTION**

In compliance with Drug Free Schools and Campuses Regulations [EDGAR Part 86], a meeting was held on December 16, 2013 at the President's Office at Los Angeles City College to conduct a Biennial Review of the effectiveness of Los Angeles City College's Drug and Alcohol Prevention Program (DAAPP) and the consistency of policy enforcement.

The Biennial Review meeting was chaired by Jeremy Villar, the Associate Dean of Student Access.

Participants included members of the campus management team: Randy Anderson, Dean of Special Programs; Lawrence Bradford, Vice-President of Student Services; Anil Jain, Acting Vice-President of Administrative Services; Reneè Martinez, President; Jeremy Villar, Associate Dean of Student Access, Dan Walden, Vice-President of Academic Affairs. This group will be referred to herein as the Biennial Review Committee (BRC).

The BRC utilized the "Complying with the Drug-Free Schools and Campuses Regulations" manual (<http://files.eric.ed.gov/fulltext/ED514322.pdf>) was utilized for reference.

Meeting notes were taken and final report was prepared by Jeremy Villar.

**OBJECTIVES**

The tasks of the Biennial Review Committee, as outlined by the U.S. Department of Education's Complying with the Drug-Free Schools and Campuses Regulations manual, are

1. To determine the effectiveness of, and to implement any needed changes to, the campus Drug and Alcohol Prevention Program, including current policy, enforcement measures, prevention and intervention programming; and
2. To ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently.

To facilitate these tasks, the Biennial Review Committee utilized the Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist. The results of the checklist review and discussion are provided in this report.

## PART 86, DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS COMPLIANCE CHECKLIST

1. Does the institution maintain a copy of its drug prevention program?  
If yes, where is it located?

***Yes. An electronic copy of the institution's Drug and Alcohol Prevention Program is available on the Consumer Information & Student Right-To-Know section of the college website. A hard copy of the document is also available in the Financial Aid Office, the Vice President of Student Services office, other Student Services Programs, and the Academic Affairs Offices located in the Cesar Chavez Administration building.***

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:

- 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**      Staff and Faculty: **Yes**
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol  
Students: **Yes**      Staff and Faculty: **Yes**
- A description of applicable legal sanctions under local, state, or federal law  
Students: **Yes**      Staff and Faculty: **Yes**
- A description of applicable counseling, treatment, or rehabilitation or re-entry programs  
Students: **Yes**      Staff and Faculty: **Yes**
- A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions  
Students: **Yes**      Staff and Faculty: **Yes**

***COMMENTS: The above information is included on the Drug and Alcohol Prevention Program and 2013 Annual Security Report. Both documents are to be distributed to all active students and employees. Information on disciplinary sanctions and standards of student conduct are available on the campus Student Conduct and Discipline Procedure webpage.***

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

- E-mailed to each student each academic term – **Yes**
- Through faculty and staff email address – **Yes**
- Class schedules which are available on the college website – **Yes**
- During freshman and new student orientation – **Yes**
- In another manner (describe) – **Posted on the various Student Service Offices and the Associated Student Government office.**

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

***COMMENTS: The campus plans to distribute the information via email every semester, right after census which typically occurs at the beginning of the 3<sup>rd</sup> week of the term.***

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

COMMENTS: ***To capture students who register in late-starting and short-term classes, the campus will also plan to disseminate the information during the 12<sup>th</sup> week of the term. The information will continually be available on the campus website.***

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

- E-mail  
Staff: **Yes**                      Faculty: **Yes**
- During new employee orientation  
Staff: **Yes**                      Faculty: **Yes**
- In another manner (describe) – ***The campus plans to distribute the above materials in the various Academic Affairs, Administrative Services, and Student Services offices.***

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

Students: **Yes**                      Staff and Faculty: **Yes**

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

Students: **Yes**                      Staff and Faculty: **Yes**

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?

- Conduct student alcohol and drug use survey:  
Students: **Yes**                      Staff and Faculty: **Yes**
- Conduct opinion survey of its students, staff, and faculty  
Students: **Yes**                      Staff and Faculty: **Yes**
- Evaluate comments obtained from a suggestion box  
Students: **N/A**                      Staff and Faculty: **N/A**
- Conduct focus groups  
Students: **N/A**                      Staff and Faculty: **N/A**
- Conduct intercept interviews  
Students: **N/A**                      Staff and Faculty: **N/A**
- Assess effectiveness of documented mandatory drug treatment referrals for students and employees  
Students: **Yes\***                      Staff and Faculty: **Yes\***
- Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees  
Students: **Yes**                      Staff and Faculty: **Yes**
- Other (please list) — ***\* May be limited due to the protection of individual rights to privacy and confidentiality.***

10. Who is responsible for conducting these Biennial Reviews?

***Vacant, Vice-President of Student Services***

***Jeremy Villar, Associate Dean of Student Access***

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, a copy of the Drug and Alcohol Prevention Program and 2013 Biennial Review Report has been forwarded to the federal compliance officer to satisfy the requirements of a recent Program Review Report.***

12. Where is the Biennial Review documentation located?

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Title: ***Associate Dean***

Department: ***Student Services***

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***A copy of the 2013 Biennial Review Report will also be made available on-line at the Consumer Information & Student Disclosure section of the college website.***

## **COMMITTEE DISCUSSION**

In addition to completing the Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist, committee members addressed each of the discussion questions below and provided information pertinent to these items.

1. What are the current alcohol and other drug programs (policy, enforcement measures, prevention, and intervention activities) in place at Los Angeles City College, and are they effective in preventing and reducing the illegal use of alcohol and other drugs on campus?

***The current campus drug and alcohol policies, enforcement measures, prevention, and intervention activities are described in the 2013 Los Angeles City College (LACC) Annual Security Report, which was last updated on September 30, 2013. The 2013 LACC Annual Security Report has been disseminated to students and employees by making a digital copy of the document available on the campus website.***

***The Biennial Review Committee (BRC) has made the following recommendations to improve transparency and program effectiveness in preventing and reducing the illegal use of alcohol and drugs on campus:***

- ***Creation of a separate document that describes the Drug and Alcohol Prevention Program at LACC.***
- ***Add a Distribution Policy section on the DAAPP document to articulate how the information will be disseminated to the campus community.***
- ***Add a Biennial Review section on the DAAPP document to describe how the BRC will conduct its biennial review of the program, including who will be responsible in convening the BRC to conduct the review.***
- ***Include the following survey items on the Campus Climate Survey for the LACC faculty and staff to complete by the end of fall 2013:***
  - a. ***I am aware of the Los Angeles Community College District policy regarding possession,***

*use, and sale of alcoholic beverages and illicit drugs.*

*b. I am familiar with LACC's Drug and Alcohol Prevention Program.*

- *Request that the Office of Institutional Effectiveness include similar survey items on the LACC Student Survey to be conducted sometime in 2014.*
- *Inform the faculty and staff about the LACC Drug and Alcohol Prevention Program by disseminating the information on the spring 2014 Academic Affairs Newsletter.*
- *Request for the Office of Institutional Effectiveness to develop and create a hard copy brochure of DAAPP for campus distribution.*
- *Add information about the DAAPP on the LACC Catalog.*
- *Have the DAAPP document and Biennial Review Report available on the Consumer Information & Student Disclosure section on the college website.*
- *Make the DAAPP document available in all Student Service Offices and in the Administration building.*
- *Disseminate the information at faculty, staff and student orientations.*
- *Add faculty representation from both Academic Affairs and Student Services to the BRC committee.*

2. Are the current disciplinary sanctions in place for conduct violations with regard to alcohol and other drug use at the Los Angeles City College consistently enforced?

*Los Angeles City College consistently enforces disciplinary sanctions to address conduct violations with regard to alcohol and drug abuse in compliance with the Los Angeles Community College District (LACCD) student conduct on campus and student discipline board rules. The process is well documented on the campus Drug and Alcohol Prevention Program document.*

3. Looking to the future, what new ideas, strategies and/or partnerships could Los Angeles City College pursue in order to more effectively address the illegal use of alcohol and other drugs on campus?

*The outcomes from the 2013 Campus Climate Survey and 2014 LACC Student Survey will provide the necessary data information to guide the BRC in assessing the current practices and improve its strategies in addressing the illegal use of alcohol and drugs on campus. In addition to the strategies described on item 1 above, BRC acknowledges that a campus-wide effort, including a wider dissemination of information, in-service training and support efforts, are necessary for LACC's Drug and Alcohol Prevention Program to succeed.*

THE BIENNIAL REVIEW COMMITTEE MEETING ENDED AT 11:10 am.

Date: December 16, 2013



Ms. Renee Martinez  
President, Los Angeles City College