

BIENNIAL REVIEW REPORT

SUMMER 2023

Review Time Frame: 2020-2021 and 2021-2022

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PURPOSE OF ANNUAL NOTIFICATION AND BIENNIAL REVIEW REPORT

Lake Washington Institute of Technology 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) required 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 drug and alcohol prevention efforts with the following objectives:

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

DRUG AND ALCOHOL PROGRAM ELEMENTS

Campus Overview

Lake Washington Institute of Technology 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 workers) signed to verify they would abide by and comply with the 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

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

- Alcohol free food service options. A 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;

- A wellness center (gym) open Monday through Thursday from 8 a.m. to 4:30 p.m.;
- Student lounge areas, and;
- The Office of Student Life focused on providing activities for students.

Activities

The College hosts 18 clubs and organizations for students. Student Life events were offered on and off campus in environments that fostered personal and professional relationship building, enriched cultural experiences, cultivated community connections and supported healthy school-life balance. Due to COVID19 in 2020-2021 all campus activities were moved to remote environments. On campus programming slowly returned in 2021-2022.

Student engagement is at the heart of LWTech's Office of Student Life. Being involved in the college experience, meeting new people, making connections, and developing life-long skills are all things that increase student success.

The Office of Student Life 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 focused on inclusion, education, skill building, wellness, and social justice
- Managing various student lounges and the meditation room
- Producing the annual commencement ceremony
- Managing three student focused Centers; Resources for Inclusion, Support, and Empowerment, Center for Excellence in Student Veterans, Wellness.

Other office services include:

- Student leader training for club officers, members, ASG officers, and Activities team
- Connecting students to various leadership opportunities throughout the college
- Volunteering throughout the college

- Producing and providing a wide range of information about college services
- Management of campus bulletin boards and posting; in 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 drugs and alcohol, the College:

- Maintains brochures for several local substance abuse recovery centers in its resource rack outside of the advising office in West Building W207, in East Building E 128, and the open brochure rack in the East Building East Mall.
- Developed campus asynchronous and synchronous activity programs that focused on alcohol and other drug awareness or drinking responsibly programs on July 7, 2020, May 6, 2021, April 27, 2022.
- Developed social media posts for Instagram hashtags #lwtechstudents or #lwtechrise focused on alcohol and other drug awareness topics including: Drink Responsibly (July 30, 2020 and August 5, 6, 7, 2020), Opioid Crisis: Behind the Headlines (February 2, 2021), National Alcohol Awareness Month (May 2, 2022)
- 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)

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. A follow up survey was conducted in Spring 2023 and results will be included in the next annual report. The Fall 2020 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 collaborate to create, implement, review and refine the drug and alcohol prevention programs. This committee is led by the Director of the Office of Student Life.

DRUG AND ALCOHOL PROGRAM GOALS

1. Increase LWTech faculty, staff members and student knowledge about campus policies and laws regarding alcohol and 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 drug and alcohol informational segments on the LWTech website.

2. Increase awareness of decision-making processes about alcohol and drug use.

- Maintain/update online information to help students, faculty and staff make healthy choices and understand that advanced planning was involved in making 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 drug issues are vital to student success and could impact academic performance.

3. Increase LWTech's faculty and staff members' 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 and are now offered both in person and online.
- Maintain/update online information including Drug and Alcohol Help Lines, helpful resource links and alcohol and 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 drugs, and information about types of friends and surrounding environments have major roles in a person's decision to consume alcohol.

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.

DRUG AND ALCOHOL PROGRAM STRENGTHS AND WEAKNESSES

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

- The marketing regarding the effects of alcohol and drugs was initiated using the college website.
- The JED Foundation Healthy Minds Survey indicates overall Drug use is low on campus; there were some increases during the COVID19 pandemic.
- A cross campus community Drug and Alcohol Committee was created to oversee the

DAAPEP program.

- The College has infused drug and alcohol information into different student facing events and activities.

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 drug and alcohol information is continuing to be infused into student programming activities. This is an on-going project.
- The potential to work with faculty and imbed drug and alcohol information into the curriculum needed to be further explored and developed.
- 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 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 2020-2021 and 2021-2022¹, zero students faced disciplinary sanctions for alcohol and/or drug possession and/or use. Sanctions ranged from a written warning to dismissal.

2020 - 2021		
Issue	Number	Sanction
Alcohol	0	--
Drug	0	--
Marijuana	0	--
TOTAL	0	
2021 - 2022		
Issue	Number	Sanction
Alcohol	0	--
Drug	0	--
Marijuana	0	--
Total	0	

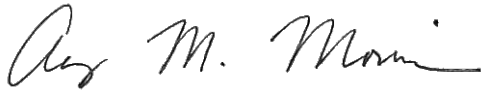
RECOMMENDATIONS FOR DRUG AND ALCOHOL PROGRAM REVISIONS

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.
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 continue sending the Annual Drug-Free Schools and Communities Act Notice electronically to all employees and students each December.

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

5. The Campus Public Safety Office will continue 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,




9/25/2023

Dr. Amy Morrison

Date

President



Ruby Hayden (Sep 22, 2023 14:05 PDT)

9/25/2023

Dr. Ruby Hayden

Date

Vice President of Student Services