

MONTGOMERY COLLEGE



**Drug-Free Schools and Community Act
2013 Biennial Review**

July 24, 2013

For the benefit of our students and employees, and in compliance with Federal regulations, Montgomery College will conduct a biennial review of our Drug and Alcohol Abuse Prevention programs. This review is undertaken to determine the:

- effectiveness of our programs,
- consistency of our sanction enforcement; and,
- need to implement changes in our programs.

2013 Biennial Review Committee Members

Bo Chan, Office of Institutional Planning and Effectiveness

Angela Dawson, Office of First Year Experience Collegewide Program

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Introduction

Montgomery College has been changing lives in Montgomery County for more than 60 years. Founded in 1946, Montgomery College began as an evening college at Bethesda-Chevy Chase High School, serving an initial student body of just 186 students. By 1950, the College acquired the buildings and land previously occupied by the Bliss Electrical School. This Takoma Park location became the College's first campus. The Rockville Campus opened in 1965 and the Germantown Campus opened in 1978.

Today, the College is a multi-campus institution that serves nearly 60,000 students annually through a combination of credit and noncredit continuing education programs.

Chartered by the state of Maryland and governed by a 10-member Board of Trustees, Montgomery College is widely recognized for the quality and scope of its academic programs in liberal arts, humanities, sciences, business, and technologies.

Campuses are located in Germantown, Rockville, and Takoma Park/Silver Spring, complemented by Workforce Development & Continuing Education centers and other off-campus sites throughout Montgomery County. More than 100 degree and certificate programs prepare students to earn an associate's degree, transfer to a four-year college or university, enter the job market, upgrade career skills, complete an apprenticeship, or enhance life through enrichment experiences.

Montgomery College faculty and staff are highly accomplished and innovative in providing individualized instruction and a supportive learning environment. Affordable tuition and various extracurricular activities—athletic programs, performing arts, student clubs and multicultural organizations, student government—create a complete college experience for the county's culturally diverse student population. Courses and student services are provided year-round for day, evening, and weekend students.

The College is an open-access, public education institution dedicated to academic excellence and committed to student success. The College offers a wide range of postsecondary academic programs, career training, and lifelong learning opportunities at moderate cost to residents, businesses, and other organizations within Montgomery County. The College provides an enriching and comprehensive learning experience for students, faculty, staff, and community members who enhance the College with a diversity of ethnicities, cultures, ages, and experiences. This diversity offers opportunities for students to appreciate individual differences and to communicate ideas. As an educational resource center, the College acknowledges its responsibility and participates actively with public and private agencies to search for solutions to community problems.

Part One: Description of Programs

All students and employees share the responsibility for protecting the Montgomery College environment, and all are expected to exemplify high standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol by students or employees adversely affects the educational environment. Montgomery College is committed to maintaining a learning environment that is free of illegal drug use and alcohol abuse.

In keeping with its primary purpose, Montgomery College will utilize educational strategies as its major approach to this problem. Everyone should be aware, however, that any student or employee who uses illegal drugs or abuses any drug, including alcohol, may be subject to prosecution and punishment by the civil authorities and to disciplinary proceedings by the College. Individuals who are using drugs should stop. This policy does NOT punish people who seek rehabilitation. All information provided by people who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will be confidential. It will NOT be used against the individual.

Drug/Alcohol Abuse Prevention Program for Students

Office of the Collegewide Dean for Student Engagement

During the 2012-2013 academic year, Dr. Clemmie Solomon, Collegewide Dean for Student Engagement was designated as the Student Services alcohol and substance abuse representative for the College. In this capacity, he also serves as the College's representative to the county-wide Drawing the Line –Keeping It Safe Coalition and the Statewide Collaborative to Reduce College Drinking.

As the representative to the Keeping it Safe Coalition, the dean has participated in the monthly meetings and assisted with developing the mission goals and objectives of the Coalition. As the College representative to the Statewide Collaborative to Reduce College Drinking, the Dean of Student Engagement facilitated an assessment meeting with Monica Brown, Collegewide Dean of Student Success and Rebecca Alisa Kuriksha, Statewide Collaborative to Reduce Collegewide Drinking representative. Dean Solomon also represented the College at the Maryland Collaborative Statewide Conference to Reduce College Drinking at UMBC on May 8, 2013.

Substance Abuse Prevention Education Events for Students

Workshop hosted by Counseling and Advising – Ed Muchene

Workshop Date: March 28, 2012

Students in attendance: 64

Workshop Speakers:

Dr. JoAnn Sanders
Executive Director, Family Support Center
Bethesda, Maryland

Dr. JoAnn Sanders holds a PhD degree from the Johns Hopkins University in Public Health. She specializes in educating young people on how drugs and alcohol affect the brain. Her

organization's mission is to help youth, school communities and families reach their full potential through educational and preventative programs.

Mr. Korey Shorb
 Substance Abuse Counselor, Mountain Manor Treatment Center
 Emmitsburg, Maryland

Mr. Korey Shorb is a substance abuse counselor at Mountain Manor Substance Abuse Treatment Center. Mr. Shorb is also a recovering drug addict who has been sober for five years. Mr. Shorb uses his personal experience and professional training in helping those who are struggling with the addiction disease.

Workshop Evaluation Results					
	Excellent	Good	Average	Fair	Poor
How would you rate the usefulness of the content?	94%	6%			
How would you rate the presenter's knowledge in the subject?	100%				
How would you rate the use of practical examples?	92%	8%			
Overall rating of the session	100%				
	Professor	Flyer	Friend	Other	
How did you learn about today's session?	86%	8%		6%	

Students provided comments as part of the workshop evaluation that overwhelmingly supported the sharing of personal experiences from a recovering addict.

Office of Student Life – TP/SS Campus

Event: DWI/DUI and Distracted Driving Prevention Program

Event Date: October 22, 2012

Students in Attendance: 100

The TPSS Office of Student Life hosted DWI/DUI and Distracted Driving Prevention program to heighten awareness to the dangers and consequences of drunk driving as well as texting/phone usage while driving. Program highlights included:

- The vendor provided a simulator in an actual car which allowed students to experience drunk driving first hand without actually being under the influence.
- There was a passenger eye view monitor set up for students standing around the simulator to experience what the driver experiences from the passenger's point of view.
- Students received mock tickets after their simulation so that they can physically see the legal dangers (including legal fees estimation) of drunk driving.
- A professional facilitator questioned students and gave statistics about drunk driving and its dangers for the duration of our program.
- A high impact video presentation played all day long, allowing students to see several other students' lives from point of entry into the ER to the years down the road and all of the after effects of their accidents caused by alcohol.
- A FIGHT FOR LIFE station was available for students to be able to commit to never drink and drive.

Program Evaluation Results				
My simulation result was...	I completed the course well – 4%	I only had a few mistakes – 16%	I drove horrible – 50%	I am pretty sure the car is totaled – 30%
After experiencing the “Arrive Alive Tour” I will...	Never drive while distracted – 65%	Think twice before driving distracted – 37%	Have no change in my behavior – 3%	Be more likely to drive distracted – 0%
After my “Arrive Alive Tour” experience I will...	Not let others drink and drive – 84%	Inform others of the dangers of DUI before they do drive – 16%	Not change my behavior in regards to others drinking and driving – 0%	Encourage others to drink and drive – 0%
I am ____ to ride with others who have been drinking	Less Likely – 91%	Slightly less likely – 9%	Slightly more likely – 0%	More likely – 0%
I would like to know more information on distracted driving	Yes – 35%	No – 65%	No Answer – 0%	Not Completed – 0%

Office of Student Life – Rockville Campus

Event: DWI/DUI and Distracted Driving Prevention Program

Event Date: October, 2012

Students in Attendance: 150

The Rockville Office of Student Life hosted DWI/DUI and Distracted Driving Prevention program to heighten awareness to the dangers and consequences of drunk driving as well as texting/phone usage while driving. See above TP/SS Campus activities for detailed information about the program.

Program Evaluation Results				
My simulation result was...	I completed the course well – 6%	I only had a few mistakes – 22%	I drove horrible – 50%	I am pretty sure the car is totaled – 22%
After experiencing the “Arrive Alive Tour” I will...	Never drive while distracted – 57%	Think twice before driving distracted – 37%	Have no change in my behavior – 4%	Be more likely to drive distracted – 2%
After my “Arrive Alive Tour” experience I will...	Not let others drink and drive – 60%	Inform others of the dangers of DUI before they do drive – 35%	Not change my behavior in regards to others drinking and driving – 4%	Encourage others to drink and drive – 1%
I am ___ to ride with others who have been drinking	Less Likely – 85%	Slightly less likely – 7%	Slightly more likely – 3%	More likely – 5%
I would like to know more information on distracted driving	Yes – 66%	No – 34%	No Answer – 0%	Not Completed – 0%

Office of Student Life – GT Campus

Drug and Alcohol Abuse Prevention Events for 2012-13

Fall semester – 2012

- Video Board display - information regarding the effects of drinking and driving, ongoing during Collegiate Alcohol Awareness week
- Drinking and Driving car simulator
- Information Tables – illustrating the effects of drinking and driving, September and November
- Mock-tails: Served alternative drinks, handed out recipes for mock-tails, and distributed additional information regarding the effects of excessive drinking, drinking and driving, and underage drinking, November
- Tar Jar and a 3-D Display of lung and the effects of smoking November

Spring Semester -2013

- Health and Wellness Fair, March
 - “Drawing the Line” - A Montgomery County program that targets underage drinking— provides extensive literature to students through information tables
 - Narcotics Anonymous
 - Mothers Against Drunk Drivers
- “Safe Summer Send Off” - distributed information on Alcohol Awareness, Smoking and Drugs , May
- Compliance Awareness Week –the Student Life Office hosted a table with activities and information explaining the affects alcohol and drugs have on an individual

Ongoing: literature available in the Student Life Office

Collegewide - Student Health 101

Montgomery College uses Student Health 101 as a means to improve the health and wellness of Montgomery College students. With all the decisions facing students today, having another retention tool that provides accurate student success information can make a major impact in a student’s life - and can impact the overall success of students.

Usage Statistics Through April 30th

Distribution Target: All Students, Parents, Faculty and Staff Primary Distribution: School Sends Emails

TOTAL OF ALL SESSIONS – MAGAZINE AND MOBILE:

5,116

TOTAL of Magazine Monthly Sessions:

4,306

TOTAL Time Active: 319:34:36

TOTAL of Magazine Pages Read:

58,474

TOTAL MOBILE SESSIONS:

810

Issue	Total Sessions	Computer Sessions	Tablet Sessions	Mobile Sessions	Total Pages Read	Average Pages Read	Total Time Active
Orient. '12	789	662	41	86	9,647	14.57	68:26:04
Sept. '12	531	440	29	62	6,734	15.30	46:07:02
Oct. '12	159	115	10	34	1,696	14.75	9:36:58
Nov. '12	259	203	2	54	2,244	11.05	18:54:01
Dec. '12	997	830	24	143	9,088	10.95	48:54:23
Jan. '13	704	555	-	149	8,835	15.92	26:37:37
Feb. '13	541	445	7	89	6,193	13.92	19:17:55
Mar. '13	602	476	16	110	6,987	14.68	38:09:04
Apr. '13	534	431	20	83	7,050	16.36	43:31:32

There are currently 179 fans of your Student Health 101 on Facebook: <https://www.facebook.com/MontgomeryStudentHealth101>

85% of students polled responded that they learned something that they would apply to their daily life.

64% of students polled responded that they had seen or read something in Student Health 101 that caused them to want to get involved on campus, ask for help, take advantage of campus resources, or otherwise improve their health.

Orient. '12	http://readsh101.com/go2montgomerycollege.html	Sept. '12	http://readsh101.com/montgomerycollege.html?id=01ba4863
Oct. '12	http://readsh101.com/montgomerycollege.html?id=2348d068	Nov. '12	http://readsh101.com/montgomerycollege.html?id=b004d0f8
Dec. '12	http://readsh101.com/montgomerycollege.html?id=b004d0f8	Dec. '12	http://readsh101.com/montgomerycollege.html?id=81b78eeb
Jan. '13	http://readsh101.com/montgomerycollege.html?id=dd3b8afd	Feb. '13	http://readsh101.com/montgomerycollege.html?id=f019d0fd
Mar. '13	http://readsh101.com/montgomerycollege.html?id=41381	Apr. '13	http://readsh101.com/montgomerycollege.html?id=789512e7



Due to technical limitations on mobile phones (Android/iPhone/etc.), pages read or time spent on mobile phones is not included in the above totals.

Usage Overview
Through April, 2013

Drug/Alcohol Abuse Prevention Program for Employees

Employee Education and Notification Procedures

Drug and Alcohol education programs for employees are primarily provided through the Office of Business Services/Risk Management. The mission is to promote responsible decision making regarding alcohol and drug use to students and employees through educational programs and other resources. Educational information is disseminated through workshops and training seminars, new employee orientation, Staff Professional Day, the intranet and flyers placed on bulletin boards on all campuses.

Current employees are notified via email of the “Drug and Alcohol Abuse Prevention Policy” once a year in the Fall.

Alcohol and Drug Education Presentations

These presentations deliver information on alcohol and drug use to employees via a lecture and other interactive activities. The objectives of the program are to:

1. discuss the harmful effects of substance abuse,
2. to explain the college’s substance abuse policy; and,
3. to provide the consequences for violating the policy and to describe how employees can get help for substance abuse problems.

Presentations are delivered to college employees at training seminars, department meetings and workshops.

Faculty Staff Assistance Program

Employees that need assistance are referred to The Faculty Staff Assistance Program (FSAP). The FSAP is a voluntary, confidential assistance program available 24 hours a day, 7 days a week, and 365 days a year at no cost to employees. The FSAP provides telephonic and face to face sessions. It has licensed masters-level EAP specialists answering calls. It has a diverse and credentialed national and international affiliate network to provide face-to face sessions. The FSAP provides short-term, solution-focused interventions and consultations.

Tip Sheets

Tip Sheets on Topics related to Substance Abuse Prevention are placed on bulletin boards on all three campuses and at eight satellite locations throughout Montgomery College. These tip-sheets are also featured on Inside MC Online which is an online bulletin board that is accessible to all employees and students. The tip sheets are run twice a month for the entire year. There have been over 822 “reads” on the topics are listed below:

- Alcoholism in the Workplace: A Managers Role
- Alcohol and the Family
- What do you know about Alcohol & Drugs?
- Addiction

New Employee Orientation

New employees are provided with a hard copy of the College's "Drug and Alcohol Abuse Prevention Policy". New employees are advised that short-term counseling is available to employees and eligible dependents at no cost via the Faculty Staff Assistance Program. A list of resources in the community related to substance abuse prevention and treatment is also provided to all new employees.

Staff Appreciation Day

Staff Appreciation Day is a day set aside to celebrate staff and to provide them with a wide variety of programs that will enrich their lives. Employees can attend workshops on various subjects of interest to them. Every year two workshops on "Drug and Alcohol Abuse Prevention" are offered to employees.

Workshop Objectives:

- Have a clear understanding of the Drug and Alcohol Abuse Prevention Policy at Montgomery College.
- Understand the supervisor's responsibilities in maintaining a drug-free workplace.
- Understand the effects of drugs and alcohol
- Know that help is available
- Identify resources for assistance with substance abuse problems

The Evening Weekend News – A Newsletter for Montgomery College Part –Time Faculty

Information on the Drug and Alcohol Abuse Prevention Policy and a list of resources available to employees is published in the Part-time Faculty newsletter which is made available to all employees.

Employee Handbook

The Employee Handbook is provided to all new employees during orientation. The Employee Handbook is also available to all employees on the Human Resources Development and Engagement website.

The Drug and Alcohol Abuse Prevention Policy is published in the Employee Handbook along with community resources to address issues related to drug and alcohol abuse.

New employees receive a summary of the College's drug-free workplace policy and sign a statement that confirms they received it when they complete their packet of "new hire" paperwork.

Part Two: Policy Statement, Notification Process and Sanctions

Policy on Drug and Alcohol Abuse Prevention

On May 15, 1989, the College Board of Trustees underscored its commitment to drug and alcohol abuse prevention by adopting the following policy:

“I. The Board of Trustees is committed to the education of students, employees, and community members regarding substance abuse prevention, detection, and treatment services; to the continuation of a collegewide substance abuse prevention program and other ongoing efforts which will foster such education; and to the maintenance of a drug-free environment throughout the College.

II. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at Montgomery College.

III. College students and employees are subject to appropriate disciplinary action for violation of this policy, in accordance with College policies and procedures regarding employee discipline and discharge and in accordance with the student code of conduct.

IV. The College president is authorized to establish procedures to implement this policy.”

Notification Procedure and Code of Conduct for Employees

Current College Policy and Procedures state:

A. Notification to all employees at the time of hire and annually thereafter through handbooks and other informational means:

1. Of the College’s policy on drug and alcohol abuse prevention;
2. That the possession, use, or distribution of unlawful drugs and alcohol on its property or as part of any of its activities is prohibited;
3. That the College will impose disciplinary sanctions on students and employees for violations of the policy, up to and including expulsion or termination of employment;
4. Of the availability of counseling services available through the Faculty/Staff Assistance Program for those who voluntarily seek assistance;
5. Of the educational opportunities and training programs available for all students and employees concerning the adverse effects of alcohol and drug abuse and the identification of behaviors and conduct that may be indicative of alcohol and drug abuse; and
6. Of the treatment options available locally.

Standards of Conduct for Employees

A. Employees should report for work fit for duty and free of any adverse effects of illegal drugs or alcohol. This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physicians about the medication's effect on their fitness for duty and the ability to work safely and promptly disclose restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions to supervisors, but should do so to the HIPPA Privacy Official in the Office of Human Resources, Development and Engagement.

B. The unlawful manufacture, sale, distribution, dispensing, possession or use of controlled substances, and the unlawful use or abuse (e.g., being intoxicated) of alcohol by anyone on College property (including any facilities leased or used by the College) or in College vehicles is prohibited. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by anyone at any College sponsored or supervised activity off campus is also prohibited.

C. Notification of Criminal Conviction

1. As required by the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments, the Maryland Higher Education Commission's Policies Concerning Drug and Alcohol Abuse Control, and as a condition of employment, employees must abide by the terms of this procedure and notify the Office of Human Resources, Development and Engagement in writing, of any criminal drug statute conviction for a violation occurring on or off Montgomery College property, no later than five calendar days after such conviction. Lack of compliance with these requirements may subject the employee to immediate disciplinary action, up to and including dismissal.

2. Upon receipt of notification of a conviction, the College will take the following actions as required by law:

- a. Notify the appropriate federal agencies of such convictions; and
- b. Take appropriate personnel action against the employee, up to and including termination; and/or
- c. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

D. Consequences of Alcohol and Drug Abuse

1. The unlawful manufacture, distribution, use, sale, or possession (e.g., on the person or in a desk, or vehicle) of illegal drugs or of opened alcohol while on the job or on College leased or owned property is a dismissible offense and may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.

2. The illegal use or abuse of alcohol on campus or as a part of any College activity whether on College leased or owned property is prohibited in accordance with all applicable Federal, State and local laws and the Drug and Alcohol Abuse Prevention Policy. In addition to possible prosecution under the aforementioned laws, employees who violate the prohibitions of this policy are subject to College imposed disciplinary sanctions consistent with applicable procedures and regulations. Sanctions may include, but need not be limited to, suspension, termination of employment, or referral to appropriate authorities for prosecution. Any disciplinary sanction imposed may also include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued employment.

Code of Conduct for Students

Current College Policy and Procedures state:

Standards of Conduct for Students

A. Students are expected to abide by 42001 Student Code of Conduct. The unlawful manufacture, sale, distribution, dispensing, possession or use of controlled substances, and the unlawful use or abuse (e.g., being intoxicated) of alcohol by students on College property (including any facilities leased or used by the College) or in College vehicles is prohibited. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by students at any College sponsored or supervised activity off campus is also prohibited.

B. Consequences of Alcohol and Drug Abuse

1. The unlawful manufacture, distribution, use, sale, or possession (e.g., on the person or in a desk, or vehicle) of illegal drugs or of opened alcohol while on College leased or owned property may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.

2. The illegal use or abuse of alcohol on campus or as a part of any College activity whether on College leased or owned property is prohibited in accordance with all applicable Federal, State and local laws and the Drug and Alcohol Abuse Prevention Policy. In addition to possible prosecution under the aforementioned laws, students who violate the prohibitions of this policy are subject to College imposed disciplinary sanctions consistent with applicable procedures and regulations. Sanctions may include, but need not be limited to, dismissal, suspension, disciplinary probation, community service, or referral to appropriate authorities for prosecution. Any disciplinary sanction imposed may also include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued enrollment.

3. The Dean of Student Services or designated instructional Dean of Workforce Development and Continuing Education should be informed in writing about any situation that should be addressed through the formal disciplinary process. The faculty or staff member will provide the Dean of Student

Development with a written summary of the facts or conduct on which the referral is based within 48 hours of the incident for appropriate and effective disciplinary process, which must include the date, time, place, and a description of the incident.

Part Three: Health Risks

DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL

Controlled Substances - Uses & Effects

Classification	Drug Name	Common or Brand	Dependence	Potential	Acute Effects	Health Risks and Effects of Long-term Use*	Overdose Effects
			Physical	Psycho-logical			
ALCOHOL	Ethanol	Beer Wine Distilled Liquor	High High High	High High High	<ul style="list-style-type: none"> Lowered Inhibitions Impaired Judgement, Vision Loss of Motor Skills, Coordination Slurred Speech 	<ul style="list-style-type: none"> Hypertension Liver Damage Cardiovascular Disease Toxic Psychosis Neurologic Damage Addiction with Severe Withdrawal 	<ul style="list-style-type: none"> Coma Possible Death
NARCOTICS	¹ Opium Morphine Codeine ¹ Heroin Mepetidine Other	² Paregoric, Dover S Power ² Morphine ² Tylenol W/Codeine, Robitussin Heroin ² Demerol, Pethadol ² Dilaudid, Lentine, Percodan	High High High High High High	High High High High High High	<ul style="list-style-type: none"> Euphoria, Drowsiness Respiratory Depression Constricted Pupils Nausea, Vomit Analgesia (Pain Relief) 	<ul style="list-style-type: none"> Loss of Appetite Constipation Risk of AIDS & Hepatitis from I.V. Drug Use 	<ul style="list-style-type: none"> Shallow Perspiration Clammy Skin Convulsions, Coma Possible Death May be Toxic if Mixed with Alcohol
DEPRESSANTS	Chloral Hydrate Barbiturates	² Noctec, Somnos ² Nembutal, Phenobarbital, Seconal, Tuinol	Moderate High	Moderate High	<ul style="list-style-type: none"> Slurred Speech Disorientation Drunken Behavior Without the Odor of Alcohol Euphoria Lowered Inhibitions Loss of Motor Skills Blackouts Relaxation, Depression Hallucinations 	<ul style="list-style-type: none"> Addiction with Withdrawal Toxic Psychosis Weak, Rapid Pulse Hallucinations Nausea Seizures Insomnia Anxiety Tremors Dizziness Loss of Peripheral Vision 	<ul style="list-style-type: none"> Shallow Respiration Cold, Clammy Skin Blackout Coma Possible Death May be Toxic if mixed with Alcohol
	Gamma Hydroxybutric Acid	Date Rape Drug, Liquid Ecstasy, Cherry Meth,	Moderate-High	High	<ul style="list-style-type: none"> Lowered Inhibitions Loss of Motor Skills Blackouts Relaxation, Depression Hallucinations 	<ul style="list-style-type: none"> Nausea Seizures Insomnia Anxiety Tremors Dizziness Loss of Peripheral Vision 	<ul style="list-style-type: none"> Shallow Respiration Cold, Clammy Skin Blackout Coma Possible Death May be Toxic if mixed with Alcohol
	Gamma Butyrolactone Glutethimide Ketamine Methaqualone Tranquilizers	GBL ² Doriden Special K, K ² Optimil, Parest, Quaalude, Sopor ² Equanil, Valium, Tranxene Serax, Xanax, Rohyphal, Dalmane, Dormate, Placidyl, Valmid	Unknown High Unknown High Moderate	Unknown High Unknown High High	<ul style="list-style-type: none"> Slurred Speech Disorientation Drunken Behavior Without the Odor of Alcohol Euphoria Lowered Inhibitions Loss of Motor Skills Blackouts Relaxation, Depression Hallucinations 	<ul style="list-style-type: none"> Nausea Seizures Insomnia Anxiety Tremors Dizziness Loss of Peripheral Vision 	<ul style="list-style-type: none"> Shallow Respiration Cold, Clammy Skin Blackout Coma Possible Death May be Toxic if mixed with Alcohol
STIMULANTS	¹ Cocaine ¹ Amphetamine	Cocaine Hydrochloride ² Benzedrine, Biphramine, Desoxyn, Dexedrine	Possible Possible	High High	<ul style="list-style-type: none"> Feeling of Well-Being Excitation, Euphoria Increased Alertness Increased Blood Pressure, Pulse Insomnia, Appetite Loss 	<ul style="list-style-type: none"> Delusions, Hallucinations (Toxic Psychosis) Possible Organ/Tissue Damage 	<ul style="list-style-type: none"> Agitation Temperature Increase Hallucinations Convulsions Heart Attack, Stroke High Blood Pressure Loss of Consciousness Seizures
	Phenmetrazine Methylphenidate Other	² Preludin ² Ritalin ² Cylert, Didrex, Pre-Sate, Sanorex, Vioranil Ecstasy, MDMA	Possible Possible Possible	High High High	<ul style="list-style-type: none"> Feeling of Well-Being Excitation, Euphoria Increased Alertness Increased Blood Pressure, Pulse Insomnia, Appetite Loss 	<ul style="list-style-type: none"> Delusions, Hallucinations (Toxic Psychosis) Possible Organ/Tissue Damage 	<ul style="list-style-type: none"> Agitation Temperature Increase Hallucinations Convulsions Heart Attack, Stroke High Blood Pressure Loss of Consciousness Seizures
	Methylenedioxy-methamphetamine		Low	High	<ul style="list-style-type: none"> Feeling of Well-Being Excitation, Euphoria Increased Alertness Increased Blood Pressure, Pulse Insomnia, Appetite Loss 	<ul style="list-style-type: none"> Delusions, Hallucinations (Toxic Psychosis) Possible Organ/Tissue Damage 	<ul style="list-style-type: none"> Agitation Temperature Increase Hallucinations Convulsions Heart Attack, Stroke High Blood Pressure Loss of Consciousness Seizures
HALLUCINO-GENICS	¹ LSD ¹ Mescaline ¹ Psilocybin ¹ MDA ¹ PCP	Acid, Lysergic Acid Peyote, Peyote Buttons, Mescalitor Magic Mushrooms, Shirooms Angel Dust, Crystal, Cemylan (Veterinary)	Low Low Low Unknown Unknown	Unknown Unknown Unknown Unknown Unknown	<ul style="list-style-type: none"> Dilated Pupils Increased Blood Pressure, Pulse Delusions/Hallucinations Distorted Perception of Time, Space, and Reality 	<ul style="list-style-type: none"> Hallucinogens, Especially LSD, may Intensify Existing Psychosis Possible Violent Behavior 	<ul style="list-style-type: none"> Intense Bad Trips Psychosis Possible Sudden Death
	Airplane Glue Lighter Fluid Aerosols Spray Paints Paint Thinner Gasoline Poppers	Active Ingredient: Toluene Active Ingredient: Naphalene Active Ingred.: Chloroformocarbon Active Ingred.: Petroleum Distillate Active Ingred.: Petroleum Distillate Active Ingred.: Petroleum Distillate Active Ingred.: Amyl/butyl Nitrite	Unknown Unknown Unknown Unknown Unknown Unknown	Unknown Unknown Unknown Unknown Unknown Unknown	<ul style="list-style-type: none"> Slurred Speech Drunken Behavior Impaired Judgement Poor Coordination 	<ul style="list-style-type: none"> Hallucinations Possible Damage to Bone Marrow, Lungs, Kidneys, Liver, Heart, Brain, Eyes 	<ul style="list-style-type: none"> Unconsciousness Coma Possible Toxic Reaction Possible Sudden Death
CANNABIS	¹ Marijuana ¹ Hashish ¹ Hash Oil	Grass, Pot, Weed, Dope Hash	Low Low Low	Moderate Moderate Moderate	<ul style="list-style-type: none"> Tachycardia, Reddened Eyes Euphoria, Profound Humor Altered Time/Space Perception Short-Term Memory Loss Increased Appetite 	<ul style="list-style-type: none"> Cardiovascular Damage as with Smoking Tobacco 	<ul style="list-style-type: none"> Insomnia, Hyperactivity Panic Attacks, Paranoia Possible Toxic Reaction if Treated w/other Chemicals
TOBACCO	Nicotine	Cigarettes Cigars	Moderate Moderate	High High	<ul style="list-style-type: none"> Relaxation Stimulation 	<ul style="list-style-type: none"> Cardiovascular Disease Respiratory Illness 	<ul style="list-style-type: none"> Possible Death at very High Dosage Levels

* Alcohol and other drug use during pregnancy increases risk of physical harm to fetus

² Psychoactive drug effects refer to use at a greater than prescribed therapeutic dosage level

¹ Additional risk of harm from toxic impurities in street drugs

Part Four: Program Effectiveness

Analysis of Strengths and Weaknesses

As a result of thorough analysis of both employee and student drug/alcohol abuse prevention programs, the following strengths and weaknesses have been identified:

Strengths	Weaknesses
Compliance Office has been established and is critical in coordinating efforts to focus on improvements on programs.	Need to establish specific assessments to better measure effectiveness.
Increased attention on making improvements to programs for both employees and students.	Establish method for tracking data about events and efforts of programs for reporting purposes.
New procedure approved to accompany drug/alcohol abuse prevention policy.	Drug/alcohol abuse prevention training is not mandatory for all employees.
Drug/alcohol abuse prevention training is now mandatory for managers and supervisors.	

Program Highlights since 2011 Biennial Review

Student Drug/Alcohol Abuse Prevention Program

2011 Recommendation: Include information on drug and alcohol risks and prevention in the Student Insider's Guide and Montgomery College web site.

Action: Recent publications (2012 and 2013) of the Student Insider's Guide now includes a comprehensive section on healthy life choices which provides information on drug and alcohol prevention, effects of abuse, and treatment resources.

2011 Recommendation: Conduct at least one workshop per semester at each campus through Student Life or First Year Experience Program. Student athletes and other at-risk student groups will be required to attend.

Action: Each campus conducts workshops and/or educational awareness sessions each year. The College is now requiring these activities be held each semester going forward. All student athletes are also required to attend a workshop on substance abuse.

2011 Recommendation: Continue to increase enrollment in the First Year Seminar, where drug and alcohol prevention is a part of the curriculum.

Action: One of the texts for the First Year Seminar is the Student Insider's Guide. The section on Healthy Life Choices addresses drug and alcohol prevention.

2011 Recommendation: Regularly display information on alcohol and substance abuse on MyMC, Facebook, and other appropriate electronic means.

Action: The College uses Student Health 101 to assist with educating students on various health issues that impact college students which includes drug and alcohol use and abuse. Social media, email and MyMC facilitates the transmission of this information to students. Additionally, the Student Life Offices that sponsor programs geared toward informing students on the topic advertise through email blasts to the community, social media and insert institution-specific pages in the e-magazine, Student Health 101.

2011 Recommendation: Ask the student newspapers to have an article at least once a year on drug and alcohol prevention.

Action: Over the last two years, articles have appeared in the student newspapers on tobacco use and abuse and drunk driving.

2011 Recommendation: Seek a standard method of delivery through electronic means of health issues related to students, such as E-Magazine.

Action: Montgomery College uses Student Health 101 as a means to improve the health and wellness of Montgomery College students. Student Health 101's website link is disseminated through email announcements to the college community with special targeted emails to students that are weekly. Also, the links are shared on the College's social media pages, MyMC and flyers.

Employee Drug/Alcohol Abuse Prevention Program

2011 Recommendation: Develop a brochure as part of the orientation process.

Action: We currently provide all new employees with a handout that contains:

- The Montgomery College policy on Drug and Alcohol Abuse Prevention
- The Montgomery College Faculty Staff Assistance Program Brochure
- A Workplace Substance Abuse Prevention Reference List. (three pages)

2011 Recommendation: Produce a recorded training module based on the current Lunch and Learn content.

Action: A training module has not been developed. However there is a current effort to purchase a training module that will meet the needs of our employees.

2011 Recommendation: Ensure that appropriate information is included in the Employee Handbook.

Action: The Employee Handbook contains information on the Drug and Alcohol Abuse Prevention Policy and contains a reference list of resources in the community to get assistance with issues related to substance abuse.

Information on the Faculty Staff Assistance Program is also included in the Employee Handbook.

2011 Recommendation: Research professional organizations and other college and university programs in an effort to adopt best practices with regard to drug and alcohol abuse awareness and prevention.

Action: Information has been gleaned from the CDC – Centers for Disease Control and Prevention, from the Substance Abuse and Mental Health Services Administration (SAMSHA) and various colleges and universities including the University of South Carolina and Texas A & M University.

This information has been utilized to develop mandatory training on Drug and Alcohol Abuse Prevention for managers and supervisors and training for all employees.

2011 Recommendation: Disseminate a collegewide communication memo, developing informal presentations targeted to specific work environments (i.e. work groups directly engaged with students vs. minimal student contact)

Action: Educational opportunities and training programs are available to all employees concerning the adverse effects of alcohol and drug abuse and the identification of behaviors and conduct that may be indicative of alcohol and drug abuse; and of the treatment options available locally. Employees are permitted to attend training programs during their work day and training programs are advertised on a weekly basis via the College intranet.

2011 Recommendation: Conduct presentations and disseminate information at the annual Staff Professional Day Conference.

Action: Two workshops were conducted on Staff Professional Day and both were well attended.

2011 Recommendation: Present information at administrative and academic unit meetings, and establish a defined referral process for drug and alcohol related incidents.

Action: The information has been presented at staff meetings. We will continue to reach out to additional units to present information on substance abuse prevention.

A defined referral process for drug and alcohol related incidents are clearly outlined in the Montgomery College Drug and Alcohol Prevention procedure.

Statement of Goals

The goals of Montgomery College's drug/alcohol abuse prevention programs include the commitment to:

1. The education of students, employees, and community members regarding substance abuse prevention, detection and treatment services;
2. Continuing improvements to strengthen collegewide substance abuse programs;
3. Insuring consistent sanctions for all students and employees in connection with violations to drug/alcohol policies; and,
4. Maintaining a drug-free environment throughout the College.

Recommendations for Program Revisions

Recommendations for Student Drug/Alcohol Abuse Prevention Program (FY14-15)

- To ensure drug and alcohol workshops are held on each campus each semester (FY14 and FY15)
- To conduct student focus groups on each campus concerning the use and abuse of drugs and alcohol at MC (FY14)
- To conduct a collegewide drug and alcohol conference at MC (FY15)

Recommendations for Employee Drug/Alcohol Abuse Prevention Program

- Survey employees to evaluate awareness of the Drug and Alcohol Abuse Prevention Policy and Procedure and to determine the effectiveness of the drug and alcohol abuse prevention program.
- Develop a specific plan for implementing a tobacco cessation program for employees.
- Create a website with information on the health risks associated with the use of illicit drugs and abuse of alcohol and tobacco. The website will have links to related resources for substance abuse prevention and education programs and treatment options.
- Develop partnerships with community mental health, alcohol, drug and tobacco abatement organizations to provide services to employees.
- Develop a training module for employees on Drug and Alcohol Abuse Awareness and Prevention.
- Partner with the Wellness Program and Student Life to offer educational opportunities to students and employees during the month of April, which is alcohol awareness month.