

Drug Abuse and Alcohol Prevention Program (DAAPP)
2024/2025 (Update)

Glendale Community College
Verdugo, Garfield and PDC Campus

September 23, 2016
September 20, 2018 (Update)
July 11, 2022 (Update)
August 08, 2023 (Update)
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Glendale Community College District

Drug Abuse and Alcohol Prevention Program (DAAPP)

The Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]) specifies that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the Secretary that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, the Glendale Community College District has adopted and implemented program and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The Glendale Community College District (Verdugo, Garfield and PDC Campus) is committed to providing a drug free environment. The institutions also prohibit the use of tobacco products and electronic delivery devices on campus or at college/district sponsored events (Administrative Regulation **3570**). Any type of drug use, including alcohol, is dangerous and potentially life threatening. Drugs and alcohol adversely affect the body, mind and behavior. The effects vary from person to person and from usage to usage. Even low doses of drugs and alcohol can impair judgment and coordination. If you use drugs or alcohol, you risk overdose, accidents, dependence, ill health, as well as legal, financial and personal problems. The federal laws against drugs are divided into two categories: possession and distribution. The penalties are severe depending upon the type of drug, quantity of the drug, and any prior offense. Simple possession of controlled substances will earn: civil fines up to \$10,000 per violation, jail sentence and denial of Federal benefits. Manufacture, sale or distribution of all scheduled drugs: prison sentence or a FELONY. (See GCC Catalog of Classes). State laws vary and may be more severe.

District Policy Administrative Regulation **5500 Standards of Student Conduct** – States that use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages is prohibited except as expressly permitted by law and GCC regulations. Presence on campus or at a college-sponsored function while under the influence of narcotics, other legally controlled substances, or alcoholic beverages is prohibited except as expressly permitted by law and GCC regulations. A student may be suspended or expelled for violation of this policy.

Our program is as follows:

Annual Notification:

An annual notification will be sent to all students and employees. The notification will include:

1. Standards of conduct that clearly prohibit, at minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
2. A description of appropriate legal sanctions for violation of local, state, or federal laws for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the abuse of illicit drugs or alcohol use.
4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students;

5. A clear statement that the Institution of Higher Education (IHE) will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

In addition to the required notifications, Glendale Community College will provide and display information on the district's Drug and Alcohol Abuse Prevention Program for ALL students, faculty and staff to view as follows:

- Posters
- Health Center website
- College Police Website
- Student Affairs Website
- Class schedule
- College Catalogs
- Educational Workshops
- Digital Screens around college and continuing education campuses – **(Approval with shared governance & Safety Committee)**

I. Standards of Conduct

Employees:

The unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on college/district property or at any of its activities is prohibited. The Glendale Community College District (GCCD) will impose sanctions, consistent with local, State, and Federal law, for violations of GCCD alcohol and drug policies as stated in college policies or employee handbooks/manuals.

Disciplinary action may include corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement for prosecution.

If an employee is convicted of violating criminal laws concerning alcohol or drugs, in addition to civil action, the employee may be subject to termination. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. In addition, failure to disclose previous convictions on a job application is grounds for termination.

GCCD supports the laws and regulations of the United States of America, the State of California, Los Angeles County, and the City of Glendale as well as the counties and cities in which our outreach sites are located. Each student and employee are expected to do the same. Applicable legal sanctions under state, local, and federal law can include: forfeiture of personal property and real estate, fines, revocation of driver's license, probation, parole, imprisonment, mandatory minimum sentences, and deportation for non-US citizens.

For further information, refer to Administrative Regulation **7331**, Employee Drug Free Workplace, at: <http://www.gcc.edu/district/policies> Then click on the Human Resources link for more information.

Students:

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances and illegal drugs. In addition, the manufacture, distribution, sale, possession, consumption, use or transportation of alcoholic beverages, controlled substances and illegal drugs and/or possession of drug paraphernalia by any student on college or district property, at any college or district-sponsored student activity, or at GCCD approved classes, field trips or activities off campus shall be strictly prohibited. This includes possession of alcoholic beverage containers.

No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on campus or at a college or district approved event off campus. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age. California under-age drinking laws will be enforced through judicial referrals and, or reporting incidents to the GCCD police department.

GCCD will impose sanctions, consistent with local, State, and Federal law, for violations of GCC alcohol and drug policies and the Student Code of Conduct. Sanctions may include a verbal warning, written warning, loss of privileges, probation, suspension, expulsion from facilities and/or campus, or imposition of a lesser sanction. Sanctions may also include classes, community service, referrals for appropriate counseling and/or referral to GCCD police department and or local law enforcement for prosecution. If a student is convicted of violating criminal laws regarding alcohol or drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. For further information please review Board Policy 5500, Standards of Student Conduct, Administrative Regulation 5500 at: <http://www.gcc.edu/districtpolicies>, then click on the Student Services link.

In addition, College Policies on Drug and Alcohol Use can be found at: <http://www.gcc.edu/districtpolicies>.

The following sections of the Standards of Student Conduct pertain directly to Drug & Alcohol use, sale and possession:

- Participating in activities which are in violation of federal, state, or local laws or ordinances while on district premises or at district-sponsored or supervised activities.
- Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.
- Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D," except as provided by law, is prohibited when on district premises.

The college will impose disciplinary sanctions on students who violate the Standards of Student Conduct. See Administrative Regulation 5500.

Note: A full version of Administrative Regulation 5500, Standards of Student Conduct – Students Rights, Responsibilities, Campus Safety and Administrative Due Process can be found at: <http://www.gcc.edu/districtpolicies>, then click on the Student Services link.

II. Legal Sanctions

The Glendale Community College Police Department enforces all federal and state laws and local ordinances.

Federal

- A. Federal Trafficking Penalties table, obtained from the U.S. Drug Enforcement Administration is provided below:

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES		
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.		
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture			
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture			
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture			
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture			
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture			
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture			
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture			
PENALTIES						
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount		First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.			
Flunitrazepam (Schedule IV)	1 gram					
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.				
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.				
Flunitrazepam (Schedule IV)	Other than 1 gram or more					
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.				

FEDERAL TRAFFICKING PENALTIES MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE*
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10kg hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants; 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

State:

In addition to the information listed above, a listing of standards and schedules of controlled substance for California, can be found at:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=10.&chapter=2.&lawCode=HSC

III. Health Risks

Alcohol and drugs are toxic to the human body. Substance abuse may result in a wide array of serious health and behavioral problems and has both long and short-term effects on the body and the mind. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first-time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Listed below are additional Health Risks due to Alcohol Abuse

- A. Alcohol Abuse
 - Known health risks include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction and fatal overdose.
 - Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that result in harm to one's health, interpersonal relationships, or ability to work.

Substance and Possible Long-Term Effects

Alcohol

Toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment

Prescription Opioids

Fentanyl (Duragesic)

Propoxyphene (Darvon)

Hydromorphone (Diludid)

Meperidine (Demoral)

Methadone

Possible Long-Term Effects

- Tolerance
- Increased sensitivity to pain
- Constipation
- Sleepiness
- Dizziness
- Confusion
- Depression
- Nausea, Vomiting
- Itching and Sweating

Amphetamines

Uppers, speed, crank, loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression

Barbiturates

Barbs, bluebirds, blues, severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment

Benzodiazepines

(Valium, Xanax, Ativan, Dalmane, Rohypnol) benzos, downers, sleepers, tranqs, roofies

Impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence

Cocaine

Freebase coke, crack

Loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations

Codeine

Physical dependence, constipation, loss of appetite, lethargy, respiratory depression

Fentanyl

Apache, Dance Fever, Friend, Goodfellas, Jackpot, Murder8, Tango & Cash

50 times stronger than heroin, 100 times stronger than morphine. Small, constricted "pinpoint pupils," Falling asleep or losing consciousness, slow, weak, or no breathing, choking or gurgling sounds, limp body, cold and/or clammy skin, discolored skin (lips and nails)

Heroin

H, junk, smack

Physical dependence, constipation, loss of appetite, lethargy, respiratory depression

Inhalants

Ames, gas, laughing gas, poppers, snappers

Psychological dependence, psychotic reactions, confusion, frozen airway, sudden death

LSD

Acid

May intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks

MDA, MDMA, MOMA

Ecstasy, xtc

Same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia

Marijuana (cannabis)

Pot, grass, dope, weed, joints bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration

Mescaline (peyote cactus)

mesc, peyote

May intensify existing psychosis, hallucinations at high dose

Methamphetamine

Meth, crystal, chalk, ice

Increased wakefulness, increased physical activity, decreased appetite, increased respiration, rapid heart rate, irregular heartbeat, increased blood pressure, and increased body temperature

Methaqualone

Ludes

Coma, convulsions

Morphine

M, morf

Physical dependence, constipation, loss of appetite, lethargy

PCP**Crystal, tea, angel dust**

Psychotic behavior, violent acts, psychosis, hallucinations at high dose

Psilocybin**Magic mushrooms, shrooms**

May intensify existing psychosis

Steroids

Roids, juice

Cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

IV. Drug and Alcohol Prevention Programs and Resources**Students:**

The college provides information on drug and alcohol treatment and prevention through a variety of means including campus wide events, courses, and Student Health Services (Health Center). Contact Student Health Services at (818) 551-5189, Monday through Thursday, 8:00 am to 5:00 pm and Friday 8am to 2pm. Visit zoom (970 317 8635) Monday through Thursday, 9:00 am to 3:00pm or contact the Vice President of Student Services' Office for additional information at (818) 240-1000, extension 5128.

Campus Based Programs and Resources: (Note: Not all programs and resources are available at all institutions)

- Mental Health Counseling
- Student Health Services Referrals
- Crisis Counseling
- Drug & Alcohol Abuse curriculum offered at Glendale Community College
- Health Fairs
- Referrals to Community-Based Substance Abuse and Treatment Services

Community Based Programs and Resources:

Resources for Drug and Alcohol Abuse and Recovery

Tarzana Treatment Center (888) 777-8565

8330 Reseda Blvd, Northridge, CA

(818) 319-4679 (818) 423-4766 www.tarzanatc.org

Los Angeles Centers for Alcohol and Drug Abuse (LACADA)
11015 Bloomfield Ave, Santa Fe Springs, CA 90670
(562) 906-2676, (844) 804-7727 www.lacada.com

Westwind Recovery
7966 Beverly Blvd, Los Angeles, CA 90048
(855) 711-0432 24/7

Discovery House
6956 Bertrand Ave., Reseda, CA 91335
(818) 452-1676

Other Programs

<http://publichealth.lacounty.gov/sapc/PatientPublic/Flyer.pdf>
844-804-7500

Los Angeles Department of Mental Health
<https://dmh.lacounty.gov/>

County of Los Angeles Public Health
<http://publichealth.lacounty.gov/sapc>
1-800-854-7771

SAMHSA—Substance Abuse and Mental Health Service Administration
Department of Health and Human Services
http://www.samhsa.gov/treatment/treatment_public_i.aspx
1-800-662-4357

Private

Sober Recovery Online Resources
<http://www.soberrecovery.com/links/californiatreatmentcenters.html>

Roque <http://www.roquecenter.org/index.html>
Garden Grove, Sliding Scale

Community Crisis Lines

- Students who are experiencing a Behavioral Health emergency should call 988.
- Students who need information about handling a mental health crisis should speak to a trained counselor who can help with their specific situation. On campus, contact the health center at 818 551- 5189.
- LA County Mental Health Services PMRT: (818) 832-2410

- The toll-free call is available 24-hours a day, 7-days a week. 1 (800) 273-8255-6992

Crisis Line Resources:

Los Angeles County Department of Mental Health

<http://www.dmh.lacounty.gov>

800-854-771 – 24 Hours Bilingual

Los Angeles County Human Services Hotline

<http://www.211la.org>

Dial 211 – 24 Hours Bilingual

Didi Hirsch – Suicide Prevention Hotline

<http://www.didihirsch.org> 877-7-CRISIS or 877-727-474

The Trevor Project

<http://www.thetrevorproject.org>

866-488-7386

Asian Pacific Counseling and Treatment Centers

520 S. Lafayette Park, PL. #300

Los Angeles, CA 90057

(213) 252-2100

Employees:

Employees may access drug and alcohol treatment programs through the following resources:

1. Employee Assistance Plan (EAP)

Contact: Life Assistance Program – 24/7 support

Phone: 800-535-3543

Website: 222.signalap.com

Community Drug and Alcohol Treatment

1. Anaheim Lighthouse (866) 613-1822
2. Tarzana Treatment Center (888) 777-8565
3. LA Addiction Treatment
www.hopebythesea.com/losangeles (855) 876-4077

Substance Abuse Referral Resources

- Al-Anon Family Groups 818-760-7122, 818-547-3027 Al-Anon.org
- Alcoholics Anonymous 877-469-2056 aa.org
- California Dept. of Alcohol & Drug Program 800-502-2772
- Casa de las Amigas 626-792-5826, (888) 311-3043
- Cocaine Anonymous 310-216-4444, CA.org

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| | 818-760-8402 |
| | 804-402-1588 |
| • Grandview Foundation | 626-797-1124 |
| • Marijuana Anonymous | 818-759-9194 |
| | 800-766-6779 |
| https://marijuana-anonymous.org/find-a-meeting/ | |
| • Pasadena Alcohol Recovery Center | 800-633-3030 |

V. Consequences for Violations

Students:

- **Administrative Procedure 5500 – Standards of Student Conduct -Student Disciplinary Procedures**
 - Possible Disciplinary Sanctions:
 - Reprimand - A written notice to the student that he or she has violated the Standards of Student Conduct. The reprimand serves as documentation of the student’s misconduct, and as a warning to the student that further violations may result in formal disciplinary sanctions.
 - Loss of Privileges: Exclusion from extracurricular activities, removal from campus organizations, or denial of specific privileges for a designated period of time. An organization may also lose campus privileges including, but not limited to, the forfeiture of official recognition by GCC.
 - Restitution: Compensation for loss, damage, or injury. Restitution may take the form of appropriate service, monetary reimbursement, or materials replacement.
 - Removal from Class: Dismissal of a student from class for disruptive behavior. An instructor is authorized to remove a student from class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Dean of Student Affairs.
 - Restitution - Formal action by the Disciplinary Officer to require reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation;
 - Suspension: Separation of a student from GCC for a specified period of, after which the student may be eligible for readmission to the college under specified conditions. There are two types of suspensions:
 - Summary Suspension: An interim suspension for good cause designed to prevent a student from endangering the health and safety of the campus community, destroying or damaging GCC premises or property, or disrupting or interfering with the orderly operation of the college. A summary suspension may be imposed pending a Campus Judicial Board hearing, for the purpose of investigation, or as a means of relieving the tension of the campus community or an individual class due to a serious infraction of the Standards of Student Conduct. A student who has been summarily suspended shall be denied access to an individual class or all GCC premises, and lose specified privileges for which he or may otherwise be eligible.
 - Disciplinary Suspension: A formal dismissal of a student for good cause. While under disciplinary suspension a student shall be denied access to an individual class or all

GCC premises, and lose specified privileges for which he or she may otherwise be eligible.

- Expulsion: A permanent dismissal or separation of the student from GCC for good cause when other means of correction fail to result in acceptable conduct, or when the presence of the student causes continuing danger to the health and safety of the campus community.

Employees:

- Administrative Regulation **7331** – Employee Drug Free Workplace, accessible at: <http://www.gcc.edu/district/policies> (Then click on the Human Resources link)
- Subject to Legal Sanctions under State, Federal and Local laws.

VI. Notification of the Drug Abuse & Alcohol Prevention Program (DAAPP)

The district will broadly distribute information about the Drug Abuse & Alcohol Prevention Program to all students and employees as follows:

Students:

- Send initial email blast at CENSUS to all current students' w/ email address on file;
- Bulk mailers will be sent at CENSUS to all current students w/invalid, or no email address on file;
- Distribute brochures in Counseling Office at time of appointments;
- Auto-emails will be sent to new and returning students at time of registration;
- Auto-mailers will be sent to new and returning students w/invalid or no email address at time of registration;
- Display notification on registration website with an acknowledgement check box that information has been read;
- Distribute brochures in Counseling Office at time of appointment, or at Orientation Sessions.
- Continuous notification to students who apply/register AFTER the CENSUS notifications are released
 - Auto-email at time of mid-term registration
 - Auto-mailer at time of mid-term registration to students w/invalid, or no email address

Employees

- All current employees will be notified by email blast

VII. Biennial Review Committee

The Biennial Review of the Drug and Alcohol Abuse Prevention Program and Policies determines program effectiveness and consistency of policy enforcement, as well as identifies and implements changes when appropriate. Additionally, the Biennial Review ensures that the campuses enforce the disciplinary sanctions for violating standards of conduct consistently.

The Biennial Review will be done by the Safety Committee and is comprised of campus-wide representation, which include: The Senate, Guild, Faculty, CSEA, Administration (Facilities, College Police, Executive VP Administrative Services, and Director Health Services), and Associated Students of

Glendale Community College (ASGCC). The Safety Committee also includes following resource members: Associate VP Human Resources, District Risk Manager, Parent Support Center (Garfield Campus) and Facilities. This Committee meets monthly and is responsible to work on the planning stages of the [next] review on an on-going basis as well as safety issues on campus. Additionally, the Committee reviews and updates the Drug-Free Campus Policies with the campus community as needed. This committee is appointed by the executive committee representing the following constituencies, Academic Senate, Guild- faculty union, Joint Faculty, CSEA Classified staff appointments – staff union, Administration and Manager/Confidential appoints by the Superintendent/President in consultation with the area administrator and ASAGCC appointments by the Associate Student Government.

Responsibilities of the Committee include, but are not limited to, coordination of information required in the DAAPP, updates to the DAAPP, coordination of the annual notification to employees and students and the Biennial Review Report.

Contents of the Biennial Review shall include the following:

- Description of GCC college community;
- Statement of Alcohol and Other Drug (AOD) program goals;
- Description of AOD program elements;
 - College Policies & Procedures
 - Notification method
 - Prevention classes
 - Resources for students
 - Resources for employees (EAP)
 - Outcome statistics
- Summaries of AOD program strengths and weaknesses;
- Procedures for distributing annual notification to students and employees;
- Copies of the policies distributed to students and employees.

VIII. Means of Measuring Outcomes

The Glendale Community College District shall develop data collection and tracking measures to report program effectiveness. The following activities will be measured and evaluated: **(Subject to discussion and approval by the committee)**

- Collect data and monitor violations and disciplinary sanctions imposed;
- Collect data and monitor referrals for counseling or treatment services;
- Collect data and monitor services provided on campus.
- Conduct periodic employee and student surveys conducted/coordinator by Dr. Ed Karpp (yet to be determined)
- Track on-campus services utilized via Counseling and/or Health Services Offices; (check legality)
- Track student violations via College Police Office and Student Disciplinary Officers; (check legality)
- Track student disciplinary sanctions imposed via Student Disciplinary Officers. (check legality)

IX. Oversight Responsibility

Oversight of Biennial Review Report is the responsibility of the Administrative Affairs Committee. Oversight responsibilities include, but are not limited to; final review and approval of information required in the DAAPP, updates to the DAAPP, changes and updates to the annual notification to employees and students, and final approval of the Biennial Review Report.