

GRCC Team Charter - 2019

Team Name: **Drug and Alcohol Abuse Prevention Program Oversight Team**

Team Leader: Tina Hoxie and Jessica Berens

New Team as of February 2014.

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

The team monitors, evaluates, and makes recommendations for improvement for the Drug and Alcohol Abuse Prevention Program (DAAPP) that is developed and implemented for student, faculty and staff.

2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

The team monitors the outcomes of the actions, communications, and programs that are outlined for annual implementation in the DAAPP annual report. The team provides and presents an annual report to the President's Cabinet for approval.

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

Designated staff are assigned to implement communications and programs that support student and staff awareness, education, and coordinated programming for drug and alcohol prevention. This covers training, compliance notification, policy review, and programming based on an established timeline.

- DAAPP approval by Cabinet/President in July for the upcoming academic year.

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

- Campus Police
- Faculty Representative
- I.T.
- Human Resources
- Counseling and Career Development
- Financial Aid
- CRM Coordinator
- IRP
- Dean of Student Affairs
- Student Life and Conduct
- Office of General Counsel

5. Resources Needed (*both people and budget*)

The resources needed to carry out this work are primarily staff time for notification, program planning, online training, and documentation. There are awareness programs coordinated by the Student Life and Conduct office and incorporated into existing programming.

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

Issues would be addressed with the appropriate service director and assigned staff responsible for the program, notification, or action.

7. Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

The DAAPP Team collaborates to identify opportunities to align and/or interface the work when possible.

8. Review Progress (*How and when will the work of this team be reviewed?*)

The DAAPP annual report is reviewed twice a year by the team during the Fall and Winter semesters. The report is updated and prepared for Cabinet/President review. The team meets quarterly to assess programming opportunities and student/faculty impact.

9. Team Leader, Current Members, and Membership Specifications

Are team members appointed? Volunteers? Is team membership permanent? Term-limited? Is this team accepting new members? Please also list the current members on the Team by name.

Membership is voluntary with some representative identified and strongly encouraged to participate due to their expertise and involvement.

Team members include:

Ann Isackson, Financial Aid

Lina Blair, Student Life and Conduct

Donna Kragt, IRP
Emily Nisley, Counseling and Career Center
Jessica Berens, Human Resources
Kimberly DeVries, General Counsel
Deven Swanningan, General Counsel
Lynnell Talbert, Faculty
Paul Doane, Financial Aid
Raynard Ross, Student Success and Retention
Becky Whitman, Campus Police
Robin Kritzman, Campus Police
Ryan Nausieda, Admissions
Tina Hoxie, Student Affairs

10. List the major team accomplishments over the past year. (*What are your outcomes?*)

- DAAPP Biennial Report updated and reviewed/approved by the President December 2018
- Prevention program evaluation conducted, and recommendation for changes.
- Drug and Alcohol Policy (6.24) updated November 2018 due to passage of Proposal 1
- Programming offered at Welcome Weeks and winter semester.
- Compliance notification emailed to students and employees.
- Graduate student position coordinated student awareness programming.
- Student-Athlete Orientation conducted with coach participation.

11. List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2016-2017?*)

- Improve the awareness and training for employees through feedback.
- Improve the notification open rate for students.
- Increase the program awareness offerings for students through an online solution, and leveraging existing programs

12. Please describe any current challenges the team is facing.

- Assess the student impact of passive and active awareness programs.
- Developing and offering relevant awareness programming that demonstrates effectiveness
- Limited and complex access to community referral resources.

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