

Institutional Effectiveness Report

Assessment Summary

Administrative Unit: Alcohol & Other Drug Education

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Assessment Cycle: Fiscal Year (July 1- June 30)

Mission (related to VSU mission): The office of Alcohol & Other Drug (AOD) Education aids in developing the whole student, including those with special needs such as substance abuse, by providing education and counseling.

Assessment History (discuss here how and when the unit developed its current assessment program, what it used prior to starting that program to assess its effectiveness, etc.):

Prior to employing official assessment tools to measure AOD's effectiveness, the coordinator would consult with colleagues from around the state to compare programs and initiatives. However, few institutions in Georgia employ a full-time AOD coordinator so comparisons were not overly beneficial. A site visit to the University of Georgia proved helpful in creating standards to gauge effectiveness. AOD self- assessed using CAS Professional Standards for Higher Education 2003.

In 2003, the Division of Student Affairs adopted a Comprehensive Model to guide assessment throughout the Division of Student Affairs (based on the model developed in Upcraft and Shuh, **Assessment Practice in Student Affairs**. Jossey Bass: 2001). This model requires us to do assessment in a coordinated and comprehensive manner, and is the accepted standard of assessment practice in Student Affairs.

Documentation (Annual Reports, completed Feedback Forms, Assessment Plan) is kept in the AOD office and/or Student Affairs web-site.

Goals for Unit:

The following lists AOD's goals for the years 2005 – 2006, 2006 – 2007, 2007 - 2008

2005 – 2006

1. Form a Campus/Community Coalition between VSU, City of Valdosta, City of Remerton, and Lowndes County to address the substance abuse issues that most threaten our students.

2. Receive renewal of the Governor's Office of Highway Safety (GOHS) grant to increase awareness of and compliance with Driving Under the Influence laws; to increase the seatbelt usage rate among the VSU community
3. Purchase a printer to be shared by the AOD Graduate Assistant and GOHS student administrator.

2006 – 2007

4. AOD will offer at least twelve prevention/awareness presentations/training sessions for VSU students, staff, and faculty, and community agencies during the reporting period.
5. The AOD coordinator (Natural High Advisor) will oversee at least fourteen Natural High events during the Spring 2007 semester.
6. AOD, including Peer Educator, will coordinator or participate in at least six campus/community awareness fairs during the Spring 2007 semester.
7. The AOD coordinator will begin the Request for Proposal (application process) in anticipation of renewing a grant from the GOHS no later than April 2007.

2007 – 2008

8. AOD will co-finance (with the Counseling Center) the purchase, installation, and maintenance of Titanium Schedule during the Fall 2007 semester.
9. AOD will administer the Core Alcohol & Drug Survey during the Fall 2007 semester.
10. AOD will offer at least 28 prevention/awareness to VSU students, staff, faculty, and community agencies during FY 08.
11. The AOD coordinator will oversee at least 28 substance-free social programming events for VSU students, conducted by Natural High members, throughout FY08.
12. AOD will submit a Request for Proposal for renewal of a grant from the GOHS requesting approximately \$9,000.00.

Assessments (include when and to whom these are administered, and align goals with specific assessments):

Peer Education Class feedback – Goal 6

VSU On-line Instructor Assessment – Goal 5

Training for Intervention Procedures feedback form - Goal 4, 10

On Campus Talking About Alcohol (OCTAA) training feedback – Goal 4, 10

Semester/Annual Reports – Goal 4, 5, 6, 9, 11

Natural High "Be Heard" feedback form –Goal 5, 11

AOD Presentation feedback forms – Goal 4, 10

AOD Office Visit feedback form – Goal 4, 10
Biennial Review Checklist – Goal 1
Core Alcohol & Drug Survey – Goal 9
GOHS Monthly and Annual Reports – Goal 2, 3, 7, 12

2005 - 2006

- **Assessment Results** (submit an electronic file of the data collected):
 - **Peer Education Class Feedback** – Each semester the AOD coordinator has the Peer Education (KARMA) students complete an anonymous feedback form to gauge the effectiveness of the class and provide an opportunity to comment on what they like about KARMA and what changes they would recommend. Comments are consistently positive. Results are maintained in the AOD office.
 - **VSU On-line Instructor Evaluation** – KARMA students have are encouraged to complete an Instructor Feedback form at the end of each semester. VSU's Psychology Department employs an on-line system. The AOD coordinator is not provided the results of the feedback.
 - **On Campus Talking About Alcohol (OCTAA)** – The AOD coordinator teaches OCTAA on an as-needed basis, usually once a semester. Students attending the training complete an evaluation assessing the instructor and content of the training. Feedback is consistently positive with few changes recommended. Results are maintained in the AOD office.
 - **Semester/Annual Reports** – The AOD office compiles statistics of substance abuse assessments, student contact hours, trainings, awareness fairs, Peer Education training sessions, Natural High events and attendance. Also included are initiatives, programs, updates on Substance Abuse Task Force meetings, planned activities, and Critical Issues and Future Needs.
 - **Natural High "Be Heard" Feedback** – The AOD coordinator (Natural High Advisor) periodically seeks feedback from Natural High members and attendees on the nature and quality of Natural High Programs. Feedback indicates overall satisfaction with the events offered. Results are maintained in the AOD office.
 - **AOD Presentation Feedback** - The AOD coordinator distributes feedback forms for presentations to classes at least one time each semester. Questions include the effectiveness of the program in meeting cited objectives and quality of the speakers presentation skills. Comments are consistently positive.

- **Core Alcohol & Drug Survey** – The AOD office administers the Core Alcohol & Drug Survey every two years to take the pulse of the substance abuse climate on our campus. The results are used locally and are aggregated into national statistics.
- **GOHS Monthly/Annual Reports** - The AOD coordinator (Project Director) submits reports to ensure milestones are being completed and that funds are being used properly. Results are forwarded to the GOHS office in Atlanta and maintained in the AOD office.
- **Discussion/Dissemination of Results:**
 - **Peer Education Class Feedback** - Students recommended that KARMA be offered during standard academic hours. The instructor will assess the feasibility of such a move with the Registrar’s Office.
 - **VSU On-Line Instructor Evaluation** – This evaluation is forwarded the Psychology Department.
 - **On Campus Talking About Alcohol** – This educational tool has primarily been used as a sanction through the Student Conduct Office. Students are now encouraged to use an on-line option, reducing the number of participants. However, those completing the program voice satisfaction and see the value of the material covered.
 - **Semester/Annual Reports** – Submitted to the Vice President for Students Affairs. Selected data is included in VSU’s report to the Chancellor.
 - **Natural High “Be Heard” Feedback** – Feedback results are shared with Natural High members for possible changes in the events being offered.
 - **AOD Presentation Feedback** - This feedback is used to increase the overall quality and pertinence of presentations.
 - **Core Alcohol & Drug Survey** – The AOD coordinator and SATF members analyze the Core Alcohol & Drug Survey data to assess the substance abuse climate on campus and influence awareness/education programming. The results are sent to VSU administrative personnel and are published on the AOD web-site. Paper copies are maintained in the AOD office.
 - **GOHS Monthly/Annual Report** – This report monitors AOD’s compliance with “milestones” established during the application process. Results are sent electronically to the GOHS in Atlanta.

- **Modifications Made:**

- **Goal 1:** Accomplished. A representative for the City of Remerton and Johnson Distributor attend the SATF meetings.
- **Goal 2:** Accomplished. ASOD was awarded the grant from HOHS with an effect date of October 1 – September 30.
- **Goal 3:** Accomplished. The printer was purchased and is being used for it's intended purpose.

2006 – 2007

- **Assessment Results** (submit an electronic file of the data collected):

- **Peer Education Class Feedback** – Each semester the AOD coordinator has the Peer Education (KARMA) students complete an anonymous feedback form to gauge the effectiveness of the class and provide an opportunity to comment on what they like about KARMA and what changes they would recommend. Comments are consistently positive. Results are maintained in the AOD office.
- **VSU On-line Instructor Assessment** – KARMA students have are encouraged to complete an Instructor Feedback form at the end of each semester. VSU's Psychology Department employs an on-line system. The AOD coordinator is not provided the results of the feedback.
- **Training for Intervention Procedures (TIPS) Feedback** – The AOD coordinator offers TIPS training at least once a semester. Students complete an evaluation at the end of the session. Comments are consistently positive. Results are maintained in the AOD office.
- **On Campus Talking About Alcohol (OCTAA)** – The AOD coordinator teaches OCTAA on an as-needed basis, usually once a semester. Students attending the training complete an evaluation assessing the instructor and content of the training. Feedback is consistently positive with few changes recommended. Results are maintained in the AOD office.
- **Semester/Annual Reports** – The AOD office compiles statistics of substance abuse assessments, student contact hours, trainings, awareness fairs, Peer Education training sessions, Natural High events and attendance. Also included are initiatives, programs, updates on Substance Abuse Task Force meetings, planned activities, and Critical Issues and Future Needs.
- **Natural High "Be Heard" Feedback** – The AOD coordinator (Natural High Advisor) periodically seeks feedback from Natural High members and attendees on the nature and quality of Natural

High Programs. Feedback indicates overall satisfaction with the events offered. Results are maintained in the AOD office.

- **Biennial Review Checklist** – The Substance Abuse Task Force members discuss the Biennial Review Checklist to ensure compliance with standards as required by the Higher Education Center. The Biennial Review is maintained in the AOD office following review and approval by the President, Valdosta State University.
- **AOD Presentation Feedback** - The AOD coordinator distributes feedback forms for presentations to classes at least one time each semester. Questions include the effectiveness of the program in meeting cited objectives and quality of the speakers presentation skills. Comments are consistently positive.
- **GOHS Monthly/Annual Reports** - The AOD coordinator (Project Director) submits reports to ensure milestones are being completed and that funds are being used properly. Results are forwarded to the GOHS office in Atlanta and maintained in the AOD office.

- **Discussion/Dissemination of Results:**

- **Peer Education Class Feedback** - Students recommended that KARMA be offered during standard academic hours. Arrangements have been coordinated through the Registrar's Office and KARMA will meet from 4:00 – 4:4:50 p.m.
- **VSU On-Line Instructor Evaluation** – Evaluation results are forwarded the Psychology Department.
- **Training for Intervention Procedures (TIPS)** - TIPS training has received great support from Kappa Sigma fraternity with the office holders being TIPS certified through Health Communication, Inc.
- **On Campus Talking About Alcohol** – This educational tool has primarily been used as a sanction through the Student Conduct Office. Students are now encouraged to use an on-line option, reducing the number of participants. However, those completing the program voice satisfaction and see the value of the material covered.
- **Semester/Annual Reports** – Submitted to the Vice President for Students Affairs. Selected data is included in VSU's report to the Chancellor.

- **Natural High “Be Heard” Feedback** – Feedback results are shared with Natural High members for possible changes in the events being offered. It has been suggested Natural High offer Board Game Nights, which are now part of the event sequence.
- **AOD Presentation Feedback** - This feedback is used to increase the overall quality and pertinence of presentations. Suggestions include incorporating PowerPoint slides into the presentations.
- **Biennial Review Checklist** - The Biennial Review is submitted to the President, Valdosta State University, for review and approval. This document is subject to audit by the Higher Education Center to insure compliance with federal standards.
- **GOHS Monthly/Annual Report** – This report monitors AOD’s compliance with “milestones” established during the application process. Results are sent electronically to the GOHS in Atlanta.
- **Modifications Made:**
 - **Goal 4:** Accomplished. Met or exceeded.
 - **Goal 5:** Accomplished. Met or exceeded.
 - **Goal 6:** Accomplished. Met or exceeded.
 - **Goal 7:** Accomplished. The Request for Approval was approved.

2007 - 2008

- **Assessment Results** (submit an electronic file of the data collected):
 - **Peer Education Class Feedback** – Each semester the AOD coordinator has the Peer Education (KARMA) students complete an anonymous feedback form to gauge the effectiveness of the class and provide an opportunity to comment on what they like about KARMA and what changes they would recommend. Comments are consistently positive. Results are maintained in the AOD office.
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- **AOD Presentation Feedback** - The AOD coordinator distributes feedback forms for presentations to classes at least one time each semester. Questions include the effectiveness of the program in meeting cited objectives and quality of the speakers presentation skills. Comments are consistently positive.
- **AOD Office Visit feedback** - This form is distributed to students reporting to the AOD office for an initial and/or subsequent visit. Questions relate to the timelines and quality of both aspects of service; administrative and substance abuse related. Results will be evaluated to improve customer service.
- **Core Alcohol & Drug Survey** – The AOD office administers the Core Alcohol & Drug Survey every two years to take the pulse of the substance abuse climate on our campus. The results are used locally and are aggregated into national statistics.
- **GOHS Monthly/Annual Reports** - The AOD coordinator (Project Director) submits reports to ensure milestones are being completed and that funds are being used properly. Results are forwarded to the GOHS office in Atlanta and maintained in the AOD office.

- **Discussion/Dissemination of Results:**

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- **AOD Presentation Feedback** - This feedback is used to increase the overall quality and pertinence of presentations. Suggestions include incorporating PowerPoint slides into the presentations.
- **AOD Office Visit Feedback Form** – There are too few forms on hand to reveal patterns of satisfaction or need for improvement by the AOD office.
- **Biennial Review Checklist** - The Biennial Review is submitted to the President, Valdosta State University, for review and approval. This document is subject to audit by the Higher Education Center to insure compliance with federal standards.
- **GOHS Monthly/Annual Report** – This report monitors AOD's compliance with "milestones" established during the application process. Results are sent electronically to the GOHS in Atlanta.

- **Modifications Made:**

- **Goal 8:** Accomplished. The Titanium Schedule has been purchase, installed, trained on, and is being used by Counseling Center personnel and administrative staff.
- **Goal 9:** Accomplished. The Core Alcohol and Drug Survey was administered to over 500 students and the results published on the AOD web-site.
- **Goal 10:** Accomplished. This goal was met or exceeded.
- **Goal 11:** Accomplished. This goal was met or exceeded.
- **Goal 12:** Accomplished. The proposal was approved for \$8,300.00.

Unit Director	Date	President/VP for Unit	Date
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Adapted from: University of Alabama SACS site (<http://sacs.ua.edu/degreeInfo2.cfm?college=2&dept=50>);

University of Western Kentucky SACS Accreditation Review Process (<http://www.wku.edu/sacs/assessmentmanual.htm>) ; and

Mrs. Marila D. Palmer, VP-Executive Affairs & Planning, LeTourneau University, Presentation to 2008 SACS-COC Institute