2013/2014 GRCC Team Charter

Team Name: Drug and Alcohol Abuse Prevention Program (DAAPP) Oversight Team
Team Leader: Tina Hoxie and Cathy Wilson

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 purpose of the team is to continuously monitor and improve the GRCC Drug and Alcohol Abuse and Prevention Program and to complete a biennial review of the DAAPP. The team is responsible for annual DAAPP notification to all employees and students, verifying the college provides prevention education and resources, monitoring incidents involving drugs and alcohol, and ensuring consistency of enforcement around those incidents. Additionally, the team is responsible for reviewing the Drug and Alcohol policy and providing an annual report to Cabinet.

2. Decision-making Context and Scope (What level of decision making authority does this team hold?)
   The team holds authority to make decisions involving the content and implementation of the DAAPP. In some cases, the team may make recommendations to Cabinet for formal approval (such as training expectations), but generally the team has full authority within the context of the DAAPP.

3. Team Goals, Action Projects, and Timelines (How will this team proceed to accomplish their purpose? I.e. what will they do?)
   The team will meet at least once each semester to ensure notification and training content and delivery comply with federal Title IV regulatory requirements and our institution’s guiding documents. The team will collaborate with others on campus to provide prevention and training resources to our employees and students. The team will also conduct biennial DAAPP reviews, evaluate and update goals and outcomes, and make submissions to the Clery Act Compliance Team as required by our Final Program Review Determination.

4. Stakeholders and their Key Requirements (For whom is this team doing their work? What do they want?)
   The key stakeholders include GRCC’s students and employees, community members, the Clery Act Compliance Team, and the Department of Education.
5. Resources Needed *(both people and budget)*
   We have identified 10 key positions on campus that should be a part of this team based on their role at the college. In addition to people resources, the primary funding necessary is for the training component of this work. Staff Development has secured software to deliver training to employees and we have submitted a budget request for software that would provide training to our students.

6. Troubleshooting Path *(How will unresolved issues or roadblocks be handled?)*
   Any issues that cannot be resolved by this team will be presented at our annual presentation to Cabinet for feedback.

7. Requirements for Integration with other Departments or Teams *(How does this Team interface with others doing concurrent work?)*
   The team will work with the Counseling and Career Center and Campus Police around training opportunities. Institutional Research will be engaged in our work as we complete our biennial reviews. The CRM Coordinator will be an asset to our team as we continue to work through our notification process to students.

8. Review Progress *(How and when will the work of this team be reviewed?)*
   As we complete each biennial review, we will review the team’s accomplishments and identify opportunities for improvement, as that is a formal requirement for measuring the success of the DAAPP.

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.*
   Currently, all team members have been invited to join the team based on the area in which they work, knowing they can contribute to the overall purpose of the work and provide varied perspectives. Team membership is permanent unless a review of the work determines the structure should change.

   Current team members:
   Tina Hoxie, Dean of Student Affairs/Associate Provost (Co-chair)
   Cathy Wilson, Executive Director of Human Resources (co-chair)
   MaryBeth Beighley, Director of Staff Development
   Jessica Berens, Human Resources Generalist
   Sara Dorer, Director of Student Life and Conduct
   Whitney Harper, Director of Student Support Services
   Ann Isackson, Director of Financial Aid
   Raynard Ross, Associate Dean of Student Success and Retention Services
   Deb Sanders, Assistant to the General Counsel, Title IX Coordinator, and EEO Officer
   Rebecca Whitman, Police Chief

10. List the major team accomplishments over the past year. *(What are your outcomes?)*
   a. Creating this team
   b. Writing our Drug and Alcohol Abuse and Prevention Program
   c. Completing our first Biennial Review document
11. List the major team goals for the upcoming year. *What do you plan to accomplish as a team in 2013-2014?*
   a. Improve training to students and employees
   b. Improve/institutionalize our notification process to students and employees
   c. Follow goals/outcomes documented in our biennial review.

12. Please describe any current challenges the team is facing.
   Interpreting and understanding federal DAAPP regulations and the requirements outlined in the Final Program Review Determination we received has been the biggest challenge. In order to verify we are meeting our requirements, we have reviewed DAAPP and biennial review documents from other colleges and universities, but have found few good examples to pull from. We have had a tight timeline for responding to the final determination, which has also been a challenge.

*Revised March 2014*