GRCC Team Charter - 2015

Team Name: Drug and Alcohol Prevention Program Oversight Team
Team Leader: Tina Hoxie and Cathy Wilson

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 Prevention Program 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 prevent. This covers training, compliance notification, policy review, and programming based on an established time line.

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

   IT
5. Resources Needed (*both people and budget*)
The resources needed to carry out this work is primarily staff time for notification, program planning, on-line training, and documentation. There are awareness programs coordinated out to the Student Life Office and incorporated into existing programs.

6. Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)
Issues would be addresses 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 collaborate together and 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 work is reviewed twice a year by the team and an annual report is drafted for Cabinet review.

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.*

Some members are appointed and other are identified and strongly encouraged to participate due to their expertise and involvement.

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

DAAPP Annual report drafted and cabinet presentation for input and approval
Prevention program evaluation conducted and recommendation for changes
Incorporation of Title IX changes, Policy review, and implementation of staff on-line training
Program offered at Welcome Weeks and Winter Semester Starts
Compliant student and employee notification
RFP completed and under review for student on-line awareness and training
Graduate Student position added to assist with 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 2013-2014?)*

   - Improve the skillport training for employees through feedback
   - Improve the notification open rate for students
   - Increase the program awareness offerings for students through an on-line solution and leveraging existing programs

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

   - To secure on-going funding for the student awareness programs and solutions