

Ball State University  
Evaluation of Drug Awareness Program  
December 7, 2010

According to the Drug-Free Schools and Communities Act Amendments of 1989, Ball State University is required to have an alcohol and drug awareness program. Part of this program is to include a biennial review by Ball State University of its program to determine the effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. The last review of the program was accomplished through a written survey of university regular full-time employees, regular part-time, and temporary full-time faculty as well as part-time professional, staff, and service personnel in December 2008.

In keeping with the program, the Guide to Regulations for a Drug-Free Campus brochure is sent to each employee in the fall of the year, the last being the fall of 2010. Additionally, new employees (faculty, professional personnel, staff personnel, and service personnel) are given a copy of the Guide to Regulations for a Drug-Free Campus. This booklet describes the university's anti drug and alcohol and the Employee Assistance Program (EAP) policies. The result of this survey is also available online on the University Human Resource Services home web page <http://bsu.edu/hrs>. The Employee Assistance Program Information for Employees is distributed to all new hires during the orientation sessions. Supervisors are given a copy of the Employee Assistance Program Supervisor Handbook as well.

To conduct the survey, University Human Resource Services generated labels for regular full-time, regular part-time, and temporary full-time faculty and professional personnel, as well as full-time and part-time staff and service personnel. A proportionate sample was taken from each category: 10%; in other words, every 10th name on each list was selected to receive the questionnaire. Thus, questionnaires were sent to 100 faculty, 58 professional personnel, 75 staff personnel, and 74 service personnel.

The following results are based on a 48% response to the survey.

The results of the survey indicate that 97% of the employees who responded are aware that the university has a policy for a drug-free workplace. This represents a 7% increased awareness over the 2008 results. Although 100% of staff and 100% of service personnel indicated they were aware of the university policy against drugs and alcohol in the workplace, the greatest increase in awareness was indicated by faculty who in 2010 had a 29% increased awareness over the 2008 results.

Eighty-nine percent of the respondents recalled having received the 2010 Guide to Regulations for a Drug-Free Campus. This represents a 3% decrease from the response received in the 2008 survey results.

Forty-nine percent of the employees surveyed indicated they are aware the university has a drug and/or alcohol coordinator (question #3). This is a 2% increase over 2008. Eighty-three percent of the employees surveyed indicated they were aware of the EAP (question #4). This response is consistent to that received in 2008. Of this latter percentage, staff personnel reported the greatest increase in awareness by 2% over that reported in 2008. In the past, the responses have had a tendency to diminish when the questions ask for particulars about the location of an office and/or the program coordinator. This year, 52% of the 21 employees who responded positively to question 3a. and 74% of the 34 who responded positively to question 4a., indicated that the EAP is located in University Human Resource Services and/or the Office of WorkLife Programs.

The results of this report indicate that we have continued to be successful in developing and distributing effective written materials and other communications. After the 2008 survey, we continued to:

- list the EAP's telephone number as a separate listing in the B-Book ,
- provide EAP information to new hires during their orientation sessions,

- mail new supervisors a copy of the Employee Assistance Program Supervisor Handbook,
- offer an online inquiry form for employees to contact the office of WorkLife Programs for assistance,
- maintain a supply of BSU A Drug & Alcohol Free Campus poster on permanent display in every department on campus,
- provide the EAP: Employee Education & Awareness bookmark to employees, and
- continue to maintain the EAP web page.
- New in 2010: Made the Guide to Regulations for a Drug-Free Campus and the results of this survey available on the home page of University Human Resource Services.

These and other efforts have been instrumental in creating and/or maintaining a visible EAP. In view of a continuously changing workforce, however, consistency is key to effective promotion of services, particularly to new employees. Equally important to generating awareness is the ease with which employees can access the programs. In response to our past success and conclusions, the human resources programs coordinator suggests the continuation of the strategies mentioned above for the expansion of employee education and awareness efforts as follows:

**Suggestions to further increase awareness:**

1. Continue with current promotional efforts

The next follow-up survey will be completed in the fall of 2012.



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