REGIONAL GROUP WORK PROCEDURES

1. Select a group leader, timekeeper, and note taker
   a. The group leader will pose each question to the group and facilitate discussion
   b. The timekeeper will keep track of time to make sure that all work is completed within the time frame
   c. The note taker will complete the profile tool, action tool, and planning tool from the group’s discussion

2. Discuss the questions below and complete the profile tool, action selection tool, and planning tool

<table>
<thead>
<tr>
<th>Tool</th>
<th>Discussion</th>
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</thead>
<tbody>
<tr>
<td>Profile Tool</td>
<td>Summarize your CORE data - what are strengths? What are challenges?</td>
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<tr>
<td>Action Selection Tool</td>
<td>What initiatives will address the major challenges?</td>
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<tr>
<td>Planning Tool</td>
<td>What is a reasonable time-frame for this goal?</td>
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<td>What is the level of support from institutional leadership?</td>
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<td>What are existing resources and capacities?</td>
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<td>What other constituencies need to be involved?</td>
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<td>What are the greatest barriers and how would we address them?</td>
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<td>What are our three-month goals and immediate next steps?</td>
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3. Choose one person from your group to report back to the larger group
Profile Tool

1. Plot region data vs. national reference:
   - Substance lifetime prevalence (Executive Summary Table 2)
     - Tobacco
     - Alcohol
     - Marijuana
     - Cocaine
     - Amphetamines
   - Problematic Experiences (Executive Summary Table 3)
     - Driven a car while under the influence
     - Seriously thought about suicide
     - Been taken advantage of sexually
     - Tried unsuccessfully to stop using

2. Prioritize Challenges (Maximize importance, feasibility, expertise)
   - Importance of the problem
     - Extent of the problem (prevalence rate)
     - Consequences for individuals, families, communities, society
   - Feasibility
     - Sanction from external context
     - Support from external context, institution, and collaborators
     - Similar efforts carried out
   - Expertise
     - Utilizes strengths and skills of campus team
1. Select types of actions that will address your major challenges
2. Review examples of each type of action to describe the specific strategies you will use for each action area

- **Comprehensive Drug Policy** - developed by faculty, staff, and students; consistent with state and local law; covers prevention, problem identification, enforcement, referral, support, and services; includes penalties for non-compliance; consider substance abuse course as alternative sanction for violators; policy should be reviewed and updated on a regular basis
- **Proactive Alternatives** - alcohol-free parties, dances, sports events
- **Student Empowerment/Training** - training resident assistants; offer courses in peer mentoring/peer counseling for academic credit; training for servers of alcohol; mentor student organizations
- **Curriculum Infusion** - develop materials for faculty on how to integrate substance use topics into existing courses (drug use effects in biology class; lost productivity in business class); creation of practica and internships
- **Community Involvement** - coalitions with local school districts, police departments, community councils
- **Environmental Management** - changing the campus/community environment (enforcement, prevention resources, treatment resources); campus substance abuse prevention center should be highly visible space on campus; set up task force of broad range of campus and community leaders
- **Services** - Drug testing, motivational interviewing, recovery housing, hotline
- **Social Norming Campaigns** - campus wide media campaign to change misperceptions about use; present normative assessment data to incoming students at orientation; regular articles in campus newspaper about substance use on campus
## Planning Tool

<table>
<thead>
<tr>
<th>Planning Area</th>
<th>Description</th>
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<tbody>
<tr>
<td>Time Frame</td>
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<tr>
<td>Support</td>
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<td>Existing Resources</td>
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<td>Constituencies</td>
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<td>Barriers</td>
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<tr>
<td>3-month Goals</td>
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3. **Time Frame** - time to plan, implement, and evaluate

4. **Institutional Support** - support by university/college president and key officials (clearly stating support in admissions materials, recruitment presentations, orientation)

5. **Existing Resources and Capacities** - funding, staff, CORE survey, students, faculty, campus safety/security, hospitals, national campaigns, community

6. **Other Constituencies that need to be involved** - students, student affairs/student health, employee health/employee relations, faculty

7. **Barriers and how address** - funding, enforcement, communication

8. **Three month goals and immediate next steps** - break down yearly goal into quarterly sub-goals; identify the first quarter’s goal and the major steps needed to accomplish the goal