

2020-2022 Biennial Review of Lafayette College's Alcohol and Other Drug Programs

I. INTRODUCTION

The Drug Free Schools and Communities Act requires institutions of higher education receiving funds or any other form of financial assistance under federal programs to certify that it has adopted and implemented programs to prevent the use and abuse of alcohol and other drugs by its employees and students on school premises and as part of its activities.

Lafayette College addresses student alcohol and drug use on campus by employing a harm reduction approach by focusing efforts on four strategic areas: education; enforcement; the development of practices and policies that have been shown to achieve desired outcomes; and, by engineering social activities using a holistic, environmental approach. Lafayette College regularly develops and assesses its alcohol prevention and intervention strategies in order to accommodate the needs of the targeted person or population while also investigating institutional and community prevention and intervention strategies.

These efforts are coordinated by the Dean of Students' Office utilizing strategies guided by the NIAAA 4 Tiers of Effectiveness.

For more information on the content of this review or to contact those responsible for coordinating the efforts outlined below, please contact:

Brian Samble, Ph.D.

Dean of Students
104 Feather House
Easton, PA 18042
(610) 330-5082

Jennifer Dize, M.S.

Assistant Dean of Students
205 Feather House
Easton, PA 18042
(610) 330-5082

II. POLICIES

Lafayette College is committed to providing a safe, drug-free educational and work environment for all students and employees. Students and employees are both citizens and members of the academic community. As citizens, they enjoy the same rights and obligations that other citizens enjoy, and as members of the academic community, they are subject to the rights and obligations that accrue to them by virtue of this membership. Students and employees are expected to be honorable and ethical in every regard and to have consideration for the welfare of others as individuals and for the community as a whole.

Lafayette College maintains policies and procedures for students and employees and annually distributes written materials that include the following:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
- A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks associated with the abuse of alcohol or use of illicit drugs.
- A list of drug and alcohol programs that are available to employees and students
- A clear statement that Lafayette College will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of those sanctions of employment and referral for prosecution.

This notification is available to all students, faculty, staff, and employees at the following link: [Working Toward a Drug-Free College Community](#)

EMPLOYEES

Employees include all faculty, administrators, and staff, part-time, adjunct, and union employees. The Lafayette College Standards of Conduct prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or at any other officially sanctioned College activity by any member of the Lafayette College community. Employees are required to abide by this policy as a condition of employment at Lafayette College. The conditions under which the use of alcohol is permitted on campus can be found in the Alcohol Service Policy accessed on-line at <http://finadmin.lafayette.edu/information-for-faculty-staff/policies/>.

Sanctions imposed by the College for violation of this policy may range from mandatory participation in rehabilitation programs to termination of employment or referral for prosecution. Any employee convicted of any drug-related crime in the workplace must notify the College's Office of Human Resources within five (5) days of conviction. Notification of such conviction is also a mandatory condition for continued employment at the College. Any employee convicted of a drug-related crime in the workplace will be subject to discipline including, but not limited to, immediate dismissal.

A complete document of all employee policies can be found in the employee handbook and on-line at <http://hr.lafayette.edu/policies/>. The Office of Human Resources notifies employees of these policies at the start of each academic year.

STUDENTS

Students are accountable to the College's Student Code of Conduct from the time they are notified of their acceptance to the College until the actual awarding of a degree (or their resignation from the College). Students are held accountable for their actions between semesters or while a student is on a temporary leave from the College, regardless of location of incident or behavior. An individual who has graduated or resigned from the College may still be held accountable to the Student Code of Conduct for behavior that occurred while the individual was a student, even if the behavior is not discovered until after the individual has graduated or resigned. The College may proceed with conduct procedures even while a student is on a temporary leave from the College.

The alcohol and drug policies for all students are outlined in the *Student Handbook* and can be accessed on-line at: <https://conduct.lafayette.edu/student-handbook/>.

III. EDUCATION, PREVENTION, AND ENVIRONMENTAL MANAGEMENT

Lafayette College embraces a broad educational mission that focuses on the nurturing of the inquiring mind in an environment that integrates intellectual, social, and personal growth. Recognizing that the abuse of alcohol and other drugs is detrimental to this mission, the College strives to educate students concerning the dangers of alcohol and other drug abuse and the importance of making healthy and responsible choices. In addition to regulating the use of alcohol on its properties, the College encourages and supports the efforts of students and student organizations to sponsor alcohol-free social events that are open to the College community.

Fall 2020 through Fall 2022 have been a time of change worldwide as we navigated and began to emerge from the COVID-19 pandemic. On Lafayette's campus this period included times of remote work/instruction/programming, staff turnover and a hiring freeze, shifting staff responsibilities to cover areas related to COVID management, and now an opportunity to start fresh after two years of disruption. Older data is not reliable given our new landscape, and we have about one semester's worth of data on where our strengths and opportunities lie post-pandemic. We have chosen to discontinue some programs and initiatives, have started new programs and initiatives, and we will be assessing these programs and our students' needs and attitudes as we move forward.

(1) *Parent Communication:*

<https://families.lafayette.edu/>

The Parent Relations Office and the Office of the Dean of Students informs first year parents over the summer of the importance of talking with their students prior to the start of the academic year and provides the resources listed above. Moreover, the Dean of Students' Office writes to students in advance of high-risk events occurring on campus such as Homecoming and Lafayette-Lehigh. The Director of Parent Relations forwards these messages to parents. Some students are not prepared to deal with such events and, as a result, engage in self-destructive or counterproductive behavior. These choices disrupt their pursuit of academic success and personal growth. These messages to parents are intended to:

- Initiate dialogue between parents and the college on their child's college experiences
- Assist students identified as experiencing difficulties with their own or others' use of alcohol
- Inform parents of opportunities for their child to connect with student groups and staff on campus

(2) *Prospective Student Messaging: NIAAA Tier 2 Strategy*

Admissions Ambassadors effectively communicate the College's alcohol policy and direct parents and prospective students to online resources available that assist parents in speaking with their child about alcohol use. Prospective students and their parents need to recognize the role of alcohol on campus and the negative consequences on students both academically and personally.

- Provide clear and consistent messaging concerning high risk and rapid consumption of alcohol on campus.

- Reiterate that enforcement is important and convey its importance in reducing the negative impacts of high risk drinking at Lafayette
- Inform prospective students of the comprehensive support system in place to facilitate a safe and responsible drinking culture for those of legal drinking age.

(3) *Reunion Weekend: NIAAA Tier 2 Strategy*

It is essential for alumni and guests of the College to adhere to the College's alcohol policy and are knowledgeable of the College's efforts to reduce the high risk/rapid consumption of alcohol. The relationship between alumni and students is and will continue to be one of support both professionally and personally. Alumni play an important role in modeling and supporting the need for responsible consumption of alcohol. Consistent enforcement of policies during reunion or alumni events also reinforces the message to the College community that high-risk alcohol use by any member of the community degrades the overall approach to reducing it at Lafayette.

(4) *A Guide For Parents of First Year Students (PLCB): NIAAA Tier 1 Strategy*

<https://plcbplus.pa.gov/pub/Default.aspx?PossePresentation=MaterialItemSearch>

(Item No. 162)

Parents engage their child in a discussion about consumption prior to the student coming on campus utilizing talking points from this booklet, which is created and distributed by the Pennsylvania Liquor Control Board.

(5) *Review of Alcohol Policies NIAAA Tier 3 Strategy*

The College's alcohol policy is externally reviewed every five years, per the Student Handbook. The next such review will be in Spring of '24. There is an annual internal review of all policies. In AY '21-'22, the events with alcohol policy was overhauled with the goals of having more sustainable expectations, increasing compliance, and increasing student accountability for hosting safely. The updated policy went into effect in Fall '22, simultaneous to the requirement that every junior and senior complete E-TIPS training. Changes include opening registration to all students (not just student organizations), listing multiple E-TIPS trained students as hosts, including their contact information, removing the impractical requirements that external security be hired for events of any size and underage students be kept in a separate area, etc. These changes make hosting (and therefore registering) events with alcohol accessible to all students and student organizations regardless of budget, while ensuring those hosting are equipped with the knowledge and skills to host safely. See number 9 for more information on event registration.

(6) *Emails to students in advance of high-risk events NIAAA Tier 3 Strategy*

The Dean of Students' Office sends information to students coordinated with high-risk periods or events. The information explicitly states the expectations for behaviors and consequences, and reinforces the message that consistent enforcement is in effect.

- Eliminate the confusion and misperception surrounding the event.
- State clearly what will or will not be tolerated and how students can attend an event without incidents, arrests, or citations.

(7) *Conduct hearing for every student named in a report: NIAAA Tier 1 Strategy*

Each student cited with violating College policy must meet with a hearing officer called a case administrator. At a small institution, students expect to experience a hands-on approach for academic or conduct violations. Conduct hearings ensure the student meets with an administrative

staff member to reflect on their experience, to maximize learning, to reduce repeat violations, and to identify an appropriate sanction(s).

- Determine level of responsibility and individual developmental/educational opportunity.
- Assign a sanction that maximizes learning and attempts to reduce repeat violations.
- Provide an opportunity to identify behaviors or attitudes that might indicate the need for additional intervention, counseling, or substance use evaluation. This “spectrum of response” ensures that we are treating each student individually and ensuring that the sanction can be successful in addressing the underlying issues.

(8) *Additional police enforcement at high-risk events: NIAAA Tier 2 Strategy*

The College partnered with local law enforcement to patrol events on- and off-campus. Enforcement of College policy as well as local laws convey to students that College sponsored events on campus must adhere to the stated expectations for behavior. As a part of the two-year grant by the Pennsylvania Liquor Control Board, the College contracts with Easton Police for several weekends each semester for additional, specific details for off-campus neighborhoods and residences.

- Decrease number of misconduct, public drunkenness, and underage consumption.
- In addition, the Pennsylvania Liquor Control Enforcement (PLCE) have been invited to attend high-risk events, like the Rivalry Game, to enforce legal age and public consumption laws.

(9) *Event Registration Form: NIAAA Tier 3 Strategy*

In AY ‘21-’22 the Dean of Students’ Office worked with multiple offices across campus to revamp the event registration process and accompanying form. The form is now digital on Our Campus, includes disclosure of required planning details for safe hosting, the names and contact information for multiple ETIPS-trained hosts, etc. As an incentive for complying with the requirement and completion of the form, the Dean of Students offered “party packs” of favorite student foods for those who registered their event(s).

Any student or student organization hosting an event with alcohol with more than 20 people is required to complete the form. Events larger than 50 require professional security.

(10) *Alcohol Policies for On and Off-Campus Events: NIAAA Tier 2 Strategy*

The policy allows students with registered events through the Office of Student Involvement the ability to serve alcohol utilizing best practices (e.g. TIPS trained bartenders, etc.).

- Encourages responsible planning of events
- Empowers students to manage their events and provides resources if they need assistance

(11) *Lafayette/Lehigh Rivalry Game: NIAAA Tier 3 Strategy*

The College provided transportation for students to and from the Lafayette/Lehigh game held at Lehigh University in 2021. Students driving under the influence pose a significant threat to themselves and the community. By providing transportation, Lafayette sought to eliminate the risks of alcohol-impaired driving. As students boarded the buses their backpacks were searched and they were given bottles of water.

In 2022, the Rivalry Game was held on Lafayette’s campus. Student tailgates were limited to certain areas and the Dean of Students’ Office hosted a beer garden with food trucks to promote safe

drinking and eating before/during consumption. The Office of Student Involvement hosted events every night of the preceding week, including a massively popular trivia event on Friday night. Pre-event messaging also emphasized legal, safe enjoyment of the weekend. March Field, a greenspace on campus that neighbors several fraternities, sororities, and residence halls and which had been the location of problematic behavior in pre-pandemic years, was fenced off in 2022 to prevent open social gatherings with alcohol; no alcohol-related events occurred at March Field the day of the Rivalry game.

(12) *Senior Week Programming: NIAAA Tier 3 Strategy*

The Senior Year Experience, including monthly events called “Senior Sips,” model responsible alcohol use where the College limits the availability of alcohol and takes the focus off of alcohol consumption and places it on coming together as a class. In addition to events held throughout the year, seniors also enjoy a week of celebration coupled with programs. Examples include speakers, a trip to a local baseball game, yoga and fitness classes, a tour of a local brewery, and a cooking demonstration by the campus executive chef.

- Designed to empower and prepare the graduates for life beyond Lafayette’s campus
- Provide alternative activities to counter the cultural norm of drinking alcohol
- Teach proper etiquette at professional functions where alcohol is served
- Unify the class one last time through traditions, memories, and goals for the future
- Prevent students from organizing off-campus events, on their own, with unsafe alcohol consumptions

(13) *Environmental Management: NIAAA Tier 3 Strategy*

Students’ safety and wellbeing are supported through increased law enforcement, increased medical presence, availability of water and/or food, and provision of appealing official activities during events that historically have included high-risk drinking.

- Coordination with multiple departments on campus, with the city of Easton, PLCB, LCE, and Easton Hospital.
- Increased hours of operation for Bailey Health Center.
- Availability of free water and food.
- Introduction of games and entertainment to increase student involvement and generate school spirit and pride.

(14) *Orientation Program: NIAAA Tier 4 Strategy*

A perennial student orientation program designed to educate students about how decision-making is affected by alcohol. In both ‘21 and ‘22, Professor John Shaw and Assistant Dean of Students Jennifer Dize partnered to present information about the effects of alcohol on decision-making and on the body and College resources for concerns about substance misuse.

(15) *Motivational Enhancement Interview: NIAAA Tier 1 Strategy*

Students returning to campus after admittance to the hospital for intoxication meet with the Director of Health Services, Dr. Jeffery Goldstein. Dr. Goldstein offers a non-judgmental, non-confrontational, and non-adversarial approach to increase the student’s awareness of the potential problems caused, consequences experienced, and risks associated with high risk alcohol consumption.

(16) *On-line Alcohol Education Module (Catharsis): NIAAA Tier 1 Strategy*

Students challenge their alcohol expectations and test their knowledge of alcohol use. The online module provides basic alcohol education targeted at incoming first year students. The post-test results enable the College to assess efficacy in meeting learning goals, which include

(17) *TIPS Training for All Rising Seniors*

Beginning in fall of 2018, the College identified a need to educate off-campus residents about social host liability and responsible drinking/hosting practices. We sought out the Health Communications, INC. widely known program, TIPS for the University. Since that time, students who apply to live off-campus have been required to take TIPS or ETIPS. New in Fall '22, all juniors (rising seniors) are required to complete the program, regardless of intent to live off-campus*. This provides a broader base of students who are trained in safe hosting, and targets the population most likely to host events with alcohol - whether in an off-campus house, a fraternity house, or off-campus location. **This program is made possible through a grant funded by the Pennsylvania Liquor Control Board. The opinions and statements expressed in this advertisement do not necessarily represent the views of the Pennsylvania Liquor Control Board.*

- Educates students on social host liability, intervention strategies, and responsible drinking/hosting practices.

AODS INTERVENTION SERVICES

Bailey Health Center

The Bailey Health Center website can be accessed at: <http://healthcenter.lafayette.edu>. The staff of professionals is trained to take care of most non-emergency medical situations. The College physician meets with every student transported to the hospital for acute alcohol poisoning and utilizes the Motivational Enhancement Interview during these follow-up conversations. More specific health and safety tips can be accessed at:

<http://healthcenter.lafayette.edu/education/areas-of-concern/alcohol/>.

Student Support and Intervention

The Student Support and Intervention Team website can be accessed at:

<https://deanofstudents.lafayette.edu/community-support-and-response/support-intervention-team/>. A student whose behavior appears to meet the criteria for posing a serious risk to his/her own or others' health or safety, or a student who indicates that they are experiencing significant distress that may lead to self harm, will be subject to review by members of the *Student Support and Intervention Team*. The committee is chaired by the Assistant Dean of Students. Additional members include the Directors of Health, Counseling, and Residence Life, Student Conduct, and three academic class deans of the College. The *Student Support and Intervention Team* regularly meets to discuss students' cases and to determine an individualized approach to creating a support network for students.

Counseling Center

The Counseling Center's web site can be accessed at: <http://counselingcenter.lafayette.edu/>.

Approximately 43% of Lafayette students typically seek counseling during their college career. The Counseling Center staff strives to treat each student with respect and dignity, and recognize that

personal characteristics, such as race, culture, gender, sexual orientation, socioeconomic status, and religious beliefs, are important factors in the counseling relationship.

Intercollegiate Athletics

Per NCAA rules, the Department of Athletics disseminates information about banned drug classes to all student-athletes and educates them about products that might contain banned drugs. At the beginning of each academic year, student-athletes are given information from compliance and medical staff members about nutritional supplements, alcohol, and banned drugs. All student-athletes are aware that these lists evolve with time and are asked to consult with the College's medical staff if they have questions.

Fraternity and Sorority Advising

The Office of Fraternity and Sorority Advising supports the Fraternal Information and Programming Group as the national best practices guidelines adopted by participating organizations. The complete document can be accessed by visiting: <http://greeklife.lafayette.edu>

V. ENFORCEMENT AND SANCTIONING

EMPLOYEES

All Lafayette College employees are required to abide by the Standards of Conduct Policy as a condition of employment. Sanctions imposed by the College for violation of the policy may range from mandatory participation in rehabilitation programs to termination of employment or referral for prosecution. Any employee who is convicted of any drug-related crime in the workplace must notify the College's Office of Human Resources within five days of conviction. Notification of such conviction is also a mandatory condition for continued employment at the College. Any employee convicted of a drug-related crime in the workplace will be subject to discipline including, but not limited to, immediate dismissal.

STUDENTS

When students are found in violation of the Alcohol and Drug Policy, the case administrator or student conduct board will impose sanctions that are intended to maintain an environment conducive to the achievement of the College's educational mission as well as provide opportunities for the respondent to learn from the incident. The sanctions were designed based on the trans-theoretical model of change utilizing a philosophy weighted in personal development and awareness. Students will be assigned both a consequence sanction (Table A) and an educational/personal development sanction (Table B). To ensure consistent enforcement, not only are minimum sanctions applied according to a rubric outlined in the Student Handbook, but also case administrators meet regularly to review cases in aggregate and to ensure that minimum and consistent sanctions are being applied across the approximately 12 case administrators.

Table A

Formal Warning	Expulsion
Warning Probation	Fines (\$100-200)
Disciplinary Probation Level I	Parent Notification
Disciplinary Probation Level II	Parent Conference
Suspension	Repeated Violations Statement

Table B

Alcohol Individual Meeting	Substance Use Assessment
Program Creation	Accountability Plan
Reading Assignment	Counseling Intake
Writing Assignment	Loss of Privileges
Restitution	Apology

Conduct Data

The following data reflect the number of incident types from July 2017 to June 2020 and does not represent the number of students charged within the academic year. Students can be charged with multiple policy violations per incident.

<i>Alcohol Violations</i>	<i>Total</i>	<i>Responsible</i>	<i>Not Responsible</i>
<i>Academic Year 2017-2018</i>	91	59	32
<i>Academic Year 2018-2019</i>	71	36	35
<i>Academic Year 2019-2020</i>	50	34	16
<i>Academic Year 2020-2021</i>	42	23	20
<i>Academic Year 2021-2022</i>	38	23	15

<i>Drug Violations</i>	<i>Total</i>	<i>Responsible</i>	<i>Not Responsible</i>
<i>Academic Year 2017-2018</i>	13	5	8
<i>Academic Year 2018-2019</i>	10	5	5
<i>Academic Year 2019-2020</i>	19	14	5
<i>Academic Year 2020-2021</i>	6	0	6
<i>Academic Year 2021-2022</i>	22	12	10

<i>Alcohol Violation Sanctions</i>	<i>Academic Year 2017-2018</i>	<i>Academic Year 2018-2019</i>	<i>Academic Year 2019-2020</i>	<i>Academic Year 2020-2021</i>	<i>Academic Year 2021-2022</i>
<i>Formal Warning</i>	3	0	1	0	0
<i>Warning Probation</i>	37	30	34	19	20
<i>Disciplinary Probation I</i>	14	23	3	4	3
<i>Disciplinary Probation II</i>	1	2	0	0	0
<i>Suspension</i>	0	0	0	0	0
<i>Expulsion</i>	0	0	0	0	0
<i>Parent/Guardian Notification</i>	33	35	30	20	19
<i>Parent/Guardian Conference</i>	3	0	0	0	0
<i>Fine</i>	38	37	31	23	20
<i>Alcohol Education – Individual</i>	31	17	17	19	22
<i>Substance Abuse Assessment</i>	0	1	0	0	0
<i>Paper</i>	1	14	5	5	14
<i>Additional Sanction</i>	2	5	0	0	0

<i>Drug Violation Sanctions</i>	<i>Academic Year 2017-2018</i>	<i>Academic Year 2018-2019</i>	<i>Academic Year 2019-2020</i>	<i>Academic Year 2020-2021</i>	<i>Academic Year 2021-2022</i>
<i>Formal Warning</i>	0	0	0	0	3
<i>Warning Probation</i>	5	5	13	0	8
<i>DPI</i>	3	1	1	0	2
<i>DPII</i>		0	0	0	1
<i>Suspension</i>	1	0	0	0	0
<i>Expulsion</i>	1	0	0	0	0

<i>Parent/Guardian Notification</i>	7		3		12	0	11
<i>Parent/Guardian Conference</i>	1		0		0	0	0
<i>Fine</i>	7		4		14	0	11
<i>Substance Abuse Assessment</i>	1		0		0	0	0
<i>Paper</i>	3		2		9	0	7
<i>Additional Sanction</i>	1		0		1	1	0

VI. CONCLUSION

Strengths

The Dean of Students’ office has continued to implement a number of programs across four strategic areas, working to include as many departments, offices, and divisions across the College. The programs – both educational and social – target students, parents, and employees. Using the NIAAA four tiers of effective strategies, the Committee continued to build upon previous efforts at the College to consistently reduce the negative implications of high-risk drinking on the community. Some of the ways the College continually exposes students to its commitment to promote responsible drinking by those of legal age include: organizing strategies to reduce the illegal use of alcohol and lessen the community impacts of high-risk use on historically risky events and weekends, implementing universal education via tools like ETIPS, and carefully planning large-scale events like the Rivalry Game, and partnering with Public Safety and local law enforcement throughout the semester students are continually exposed to the College’s effort to promote responsible drinking by those of legal age. The Dean of Students Office regularly communicates with students and parents about alcohol and other drugs, and works to ensure that programming staff consider their plans holistically to mitigate the danger of high risk use by considering event timing, location, and/or venue.

The College embraces a harm reduction strategy, which includes making water and food accessible to students and thinking holistically about event management. The latter includes targeted consideration of risk the day before, the morning of, and even the period after large events. The College incentivizes responsible choices by offering rewards for responsible event planning.

Areas for Development 2022-2024

As mentioned, we are still actively soliciting information about students’ use of alcohol and other drugs as we emerge from the COVID-19 pandemic. As we see student conduct numbers, survey responses, and the results of pre-and post-tests for Catharsis data, we will be able to refine and further target efforts. A benchmark assessment of peer institution educational efforts regarding alcohol, drug, and hazing education was conducted in the 2021-2022 academic year to inform the Dean of Students’ staff about how other peer institutions are educating incoming and upperclass students.

PROGRAMMING

Identify appropriate programs to target known high-risk populations. Programs exist for athletes, greek students, and first year students, however there is room for more robust options for students who have been identified as having an issue with alcohol or drugs. We are currently exploring online options for sanctioning and will also need to identify community providers for more direct referrals when needed.

As a college, we have identified a small but growing need to support students who have self-identified as having a problematic relationship with alcohol. It is anticipated this need will have grown as we emerge from the pandemic. Currently, the college provides counseling resources and off-campus referrals. Additional community collaboration and opportunities for peer support should be explored.

POLICY

Continue to establish strategies to curb high-risk drinking in off-campus establishments and student housing. Consider working with community stakeholders to implement new strategies such as restricting low-priced drink promotions, limiting quantities of alcohol that can be purchased per sale, etc. Collaborate with local law enforcement to monitor and share information regarding issues in student housing not owned by the College.

INSTITUTIONALIZATION

Provide opportunities for the President and Vice President for Student Life, respectively, to learn about and ultimately speak about alcohol use and misuse at Lafayette College.

ASSESSMENT

As we are no longer using the CORE survey, we will need to identify other ways to gather robust data about student attitudes toward substances, frequency of use, etc. Options include adding questions to existing surveys, identifying a new survey specific to this area, or partnering with faculty to create an internal survey or other data collection tool.