

AODA Committee Meeting
 March 22, 2013
 9:00am-11:00am

In Attendance	Absent
Ahmed Abukar (AA)	Nancy Bryant (NB)
Alessia DiVirgilio (AD)	Shari Walsh (SW)
Scott Valens (SV)	Akil Annamunthodo (AkA)
Leah Barclay (LB)	Janet Lising (JL)
Jessica Bowen (JB)	Lora Nasim (LN)
Diana Jacobsen (DJ)	Nancy Simms (NS)
Mike Berg (MB)	Nicole Waskul (NW)
Makram Ferwana (MF)	Shari Walsh (SW)
Jodie Glean (JG)	
Khon Ta (KT)	
Olga Lalka (OL)	
Heather Snell (HS)	

Welcome & Introduction

JG facilitated the check in. All committee members reported being busy. **JG** introduced new committee member Mike Berg, Manager Communications, Office of the Registrar. **DJ** introduced Leah Barclay, Coordinator, Test Services, to the Committee.

Approval of January 25, 2013, Meeting Minutes

AA approved the minutes.

Announcement from the Centre for Human Rights, Equity & Diversity

JB announced to the committee as of March 1, 2013, she assumed the role of Human Rights, Equity & Diversity Advisor. **JG** announced to the committee as of March 1, 2013, she has assumed the role of AODA Coordinator. Committee members congratulated **JB** and **JG** on their promotions.

New Business Arising

1. **SV** announced that an elevator is being installed in Building M, which would facilitate access to the third floor and the basement. **SV** noted that **JB** brought to his attention the inaccessibility of two class rooms above the lecture theatre in the E building. **JB** enquired if it was possible to find out if a student needed access to those rooms prior to classes commencing. **SV** stated that the Registrar Office would be informed. **AA**

stated that those rooms should only be used as a last resort. **SV** confirmed that the Registrar Office only uses those rooms if necessary. **AD** also mentioned that during Support Staff Appreciation Week she encountered an inaccessible lab in the JF Building. **SV** stated that many buildings on both campuses were built some time ago and as such, there are still many inaccessible areas in Humber's buildings.

2. **HS** enquired into the accessibility of the new Banner system. **MB** informed the committee that the Banner system is a system that facilitates student registration; training is currently being provided to Humber employees to learn the system. **JB** informed the committee that this is an area of the Legislation that is currently under discussion. Websites that are password protected seem to be excluded from compliance requirements as they are categorized as intranet websites thus internal to the organization. **JB** stated that one way to increase accessibility for users is to include a statement on the system's homepage informing users that if they require information in an alternate format, they should contact the person designated to assist with providing alternate formats of student registration information. **AA** stated that one of the key principles of AODA is independence. There are times when the "Help" contact does not know how to assist an individual making an accessibility related request. **HS** suggested that an employee involved with the Banner system be invited to a committee meeting to have a discussion about the accessibility of the system.
3. **JG** informed the committee that the College is currently in the process of creating Accessibility Campus maps. **JB, JG, KT** and **AD** along with Humber's Marketing and Communications Department engaged in a discussion regarding bathroom signage that would indicate the bathrooms on campus that are all-gendered and accessible. **SV** stated that research is being conducted to find the most appropriate symbol. The new symbol would require a communication campaign to inform the Humber community of the new signage.

HRCC Update

JG provided a review of the topics discussed at the HRCC/AODA meeting held on March 4, 2013, at Durham College.

- Curriculum Services Canada with support from the Ontario Government launched an online training module on the Integrated Accessibility Standard. Feedback on the module from some of the HRCC/AODA Committee members was that the online training was a great tool that could be utilized to satisfy the AODA legislative requirement. However, the online training was too long and would need to be customized to the Postsecondary sector. It was also suggested by committee members that the training module also incorporate how the AODA intersects with

the Ontario Human Rights Code. By including this in the training module, two training requirements outlined in the AODA (2005) could be satisfied.

- Ontario Colleges shared best practices on how their College is educating their employees on how to make documents accessible. Humber College reported hosting a number of workshops for Humber employees in collaboration with Disability Services that provided quick tips and strategies employees could use immediately when creating documents.
- HRCC/AODA Committee members discussed the best way to address the requirements under the AODA (2005) Employment Standards. A subcommittee was formed to begin developing a toolkit of templates/best practices, which could assist all Colleges in meeting the Employment Standard requirements. Humber College is represented on the subcommittee.

Subcommittee Planning

For the upcoming academic year **JG** proposed the formation of subcommittees. The purpose of the subcommittees would be to work alongside the AODA Coordinator in developing relevant resources to strengthen compliance initiatives. The table below outlines the title of the subcommittees and its members:

Subcommittee Group	Description of Subcommittee	Members
Purchasing & Procurement	The Purchasing & Procurement subcommittee would assist the AODA Coordinator in the creation of a checklist/resource guide to assist in incorporating accessibility in purchasing activities.	Scott Valens Leah Barclay
Individual Accommodation Plan	The Individual Accommodation Plan subcommittee would assist the AODA Coordinator in the development of a resource guide which would outline supports available internally and externally to employees with a disability.	Heather Snell Khon Ta Diana Jacobsen

Annual Status Report	The Annual Status Report subcommittee would guide the AODA Committee in the development of an Annual Status Report due January 1, 2014.	Alessia DiVirgilio Ahmed Abukar Vanessa Silaphet
Events & Workshops	The Events & Workshops subcommittee would work alongside the AODA Coordinator in the marketing and hosting of accessibility related events/workshops, for e.g. December 3 rd : International Day of Persons with Disabilities.	Diana Jacobsen Mike Berg

Next Steps:

- Subcommittees will meet prior to the next AODA Meeting scheduled on May 31, 2013.
- Subcommittees will share their plans for the upcoming academic year as it pertains to their respective projects.

Check Out & Closure

All Committee Members reported having a productive meeting.

The next AODA Committee Meeting will be held on May 31, 2013, from 9:00am – 11:00am in Building B, Room 308.