

Humber College

Accessibility for Ontarians with Disability Act (AODA) Committee

Meeting Minutes

January 18, 2019 from 9:00 a.m. to 11:00 a.m.

North Campus, 6104 President Boardroom

Present

Natalie Bergstorm (**NB**), Aaron Brown (**AB**) Zahra Brown (**ZB**), Philip Burge (**PB**), Ernie Colosimo (**EC**), Carina Cunanan (**CC**) David Yen (**DY**), Jennie Grimard (**JG**), Karen Hortopan (**KH**), Monica Khosla (**MK**), Jessica Pilfold (**JP**), Alexandra Ross (**AR**), Amanda Soriano (**AS**) and Anne Zbitnew (**AZ**)

Welcome and Check In:

Committee members checked in

Approval of Minutes

Committee approved minutes of the meeting of November 23, 2018. **DY** confirmed that he was at the meeting. The minutes were updated after the meeting and uploaded on the Centre's website.

AODA Video Project Feedback:

ZB shared with committee members the feedback received about the two videos from the AODA Video project and thanked all who participated in the videos. The videos have been displayed on the HTV screens and will be shown throughout the year.

ZB informed members that Humber Faculty members are playing the videos in their classrooms. The links for the videos can be found on the Centre for Human Rights, Equity and Diversity's (The Centre) social media pages ([Facebook](#) and [Twitter](#)) and [website](#).

ZB informed members that some of the feedback received indicated the need for focus to be placed on mental health. Committee members agreed that this is an area that needs to be addressed. **ZB** asked committee members to brainstorm ideas or topics that would be relevant to address issues of accessibility and mental health and that it did not have to result in another video creation. **ZB** confirmed that an education campaign will target everyone. Committee members commented that multiple approaches would be necessary to get the attention of students. **ZB** asked members to contact either her or Jodie Glean with ideas on ways to raise Mental Health awareness for the 2019 winter semester.

AODA Subcommittee Updates

ZB provided copies of the updated AODA sub-committee membership lists. **ZB** provided an overview and update on the work of the subcommittees:

Accessible Documents and Education sub-committee

This sub-committee has established an online resource hub on accessibility related resources. The online hub is available on [The Centre's AODA Resources page](#). The online resource hub encompasses accessibility resources developed by Humber departments and other institutions including, Humber Libraries, School of Media Studies and The City of Peterborough.

Humber Events sub-committee

Subcommittee members shared that live-captioning was tested at Humber's convocation in November 2018 and it was a success. Rhonda Harrison, the Convocation Chair and Manager of Scheduling and Registration, announced that live-captioning will be provided at all Humber Convocation ceremonies moving forward.

A question was asked about whether live-captioning services would be made available at all Humber events. **ZB** responded that live-captioning services will definitely be available for convocation, however, she could not confirm if it will be available at other Humber events at this time. Another question was raised in regards to the process of providing live-captioning services in regards to the equipment used. **AZ** responded that live-captioning services could be provided through an external vendor or with the use of internal resources. Committee members shared that an uptake in requests for live-captioning services will be beneficial in demonstrating the need for further resources and support for the Humber I.T Department to provide live-captioning services.

AODA Compliance

ZB informed the committee that many postsecondary institutions are reviewing their AODA and accessibility initiatives as there is a likelihood that some institutions will undergo an AODA audit by the Ministry. **ZB** informed committee members that the Centre is working towards creating templates to support Humber's faculties and departments in demonstrating how the College has been in compliance. Committee members were provided with sections of Humber's Multiyear Accessibility Plan to review and discuss. Provided below are the sections of the Multiyear Accessibility Plan that was reviewed, the questions posed to committee members and a summary of the discussion by committee members.

Transportation Standards

Description of requirement: When Humber is asked to provide accessible vehicles or equal services, Humber must make that provision.

Questions:

Is this requirement applicable to your department?

If applicable, what is your process for meeting this request?

Do you publicly announce that this option is available?

Do you have a tracking system for when these requests come forward?

Summary of discussion:

NB stated that if IGNITE is holding an event off campus they would communicate to students that if accessible transportation is required to please contact the organizers.

NB stated that to her recollection IGNITE has not yet had a request for an accessible vehicle. **MK** stated that she has had to organize for an accessible transport for an event last year. **EC** stated that in regards to Public Safety, the lead for organizing accessible transport would fall under Facilities Management. **DY** stated that Public Safety works to keep the pickup/drop off area clear of standing vehicles to ensure that Wheel Trans has the space to pick up and drop off persons in the designated areas.

Information and Communication Standards - Accessible Websites and Web Content

Description of requirement: Humber will ensure that all new websites and web content conform to the Web Content Accessibility Guidelines 2.0 Level A by January 1 2014.

Questions:

Who is responsible for updating the website in your School/Department?

If aware, what is the compliance level of your School or Department's website?

What internal resources exist to educate persons responsible for ensuring accessible content on Humber's websites? (Centre will compile list of internal resources to support the College community)

Summary of discussion:

AS stated that part of her responsibility is to support community partners in updating their websites. When **AS** receives requests to make changes to webpages, she informs community partners that their documents have to be submitted in an accessible format.

AS stated that the documents are not uploaded until this process is complete. **AS** commented that from her perspective there has been an attitudinal shift in regards to recognizing the importance of accessibility and accessible documents. **AS** stressed the importance of utilizing resources to support actions to increase accessible documents.

AS also stated that she utilizes the accessibility checker available online to ensure materials on the websites are accessible. **AS** stated she recently learned that videos on their website did not activate the close caption button automatically when played; this was something she had to fix.

ZB shared that when the Centre posts on social media, particularly Facebook, she ensures that descriptive text is utilized. This allows persons who use screen readers to have access to the information. **ZB** encouraged persons who upload videos on YouTube to make use of the closed captioning functioning or add descriptive texts or summaries of the video in the descriptive box. She advised committee members not to depend on automatic closed caption option as it is not always correct in depicting what the text is saying.

Information and Communication Standards - Libraries of educational and training institutions

Description of requirement: Libraries shall provide, procure or acquire an accessible or conversion ready format of print-based resources (upon request).

Question: What is the current process at Humber College?

Summary of discussion:

AR stated that Humber Libraries complies upon request for accessible print-based books in its collection. **AR** informed the committee that the Library is part of a group called ACE, Accessible Content e-Portal. The Library sends the requested materials to be converted to another format to ACE. There are five formats that are offered. **AZ** asked how long the process takes. **AR** stated that it is dependent on the time of the semester, for example, during start-up it takes longer. If a text book has already been converted, then the return time is shorter. Additionally, ACE is a shared service and other Colleges and Universities also send requests for accessible formats to this organization. **AR** stated the earlier the requests come the better. **AZ** asked if Faculty members can contact the service directly. **AR** stated that the student can be referred to Accessible Learning Services or the Library to access the services. **AZ** stated that if faculty members can connect with the service directly they can request their course readings (textbooks) be converted in accessible formats during the planning period. **AR** responded that the service is tied to the needs of the student not the course. **AZ** enquired into whether the AODA has a time requirement for when the student should receive the accessible material. **AR** stated that the timeframe is open. **AR** stated that another service that the Library offers is e-reading pages. For faculty who are looking to augment textbooks, the Library can work with them to develop content for their e-reading pages. **AR** stated that it is her opinion that education institutions will be moving further away from print and utilizing more open education sources.

MK enquired into whether communication can be released to students to remind them to access the Library services if they require print textbooks in accessible formats for the following semester. **AR** stated that she will connect with Accessible Learning

Services to have a reminder be included about attaining accessible print material services.

Upcoming Events and Announcement

ZB shared that the Centre is hosting Black History Month events, which will be taking place at the North and Lakeshore campuses. **ZB** provided the poster.

AS stated that the communications team partnered with the Black Academic Success and Engagement (BASE) program and created a video called, *It's all about the BASE*. The video highlights how the BASE program has impacted their experiences at Humber College. The video will be launched in February 2019.

NB stated that IGNITE will be hosting their Real Talk series. The upcoming speakers are Matte Babel and Van Lathan. Van will be speaking about the climate of race and pop culture in America among other topics. Matte Babel, DJ and entertainer, will be hosting the event. The event will be held on February 7, 2019 at the North Campus, Student Centre.

JP stated that Guelph-Humber is currently working on Black History Month programming. There will be a film-screening of which the students will be voting on the film to be shown. Additionally, members of the BASE will be speaking to the students.

Check-Out

Committee members expressed their thoughts on the achievements of the committee. They were pleased with the progress and the updates of the meeting.

Next Meeting Date

The next AODA Committee meeting takes place at The Learning Resources Commons (LRC), 6104 President Boardroom, on Friday, March 22, 2019, from 9:00 a.m. to 11:00 a.m.

Adjournment

Meeting was adjourned at 10:00 a.m. by Zahra Brown.