Humber College AODA Committee

Minutes

March 19, 2021, 9:00 a.m. to 11:00 a.m.

Microsoft Teams

In Attendance	Regrets
Aaron Brown (AB)	Anne Zbitnew (AZ)
Adam Benn (AB2)	Amanda Soriano (AS)
Bhavya Dhawan (BD)	Jason Rouatt (JR)
Carina Enriquez-Cunanan (CC)	Jennie Grimard (JG)
Christopher Schiafone (CS)	Karen Hortopan (KH)
David Yen (DY)	
Gina Catenazzo (GC)	
Hiren Patel (HP)	
Julia Ciampa (JC)	
Kimberly Zammit (KZ)	
Liana Acri (LA)	
Lynn Vanlieshout (LV)	
Natalie Bergstorm (NB)	
Philip Burge (PB)	
Sacha Ally (SA)	

Items	Notes
Welcome and Check in	AB2 welcomed the Committee members. Members were asked to check in as to how they were feeling as well as to provide any accessibility updates from their respective departments/faculties. Members generally reported being well and looking forward to the end of the academic year. GC is teaching a fully online certificate in creating accessible digital documents for staff and faculty. It started on Saturday, March 13th and will be offered again in the Summer.
New Business	No new business
Review and Approval of Minutes: January 15, 2021	January 15, 2021 minutes approved by Committee. AB put forward the motion, seconded by DY and supported by the Committee.
Follow up on To Dos (Standing Item)	All immediate to dos were completed in advance of the meeting.
Review of AODA meeting dates 2021/2022 & T of R	**Proposed AODA dates for 2021-2022 Academic year: 9:00am to 11:00am** September 17, 2021 November 19, 2021 January 14, 2022 March 18, 2022 May 20, 2022 PB – Faculty's availability to attend scheduled AODA meetings will be dependent on their teaching schedules. Schedules are released just prior to the start of the academic semester.

Upcoming Accessibility Conference	GC –The University of Guelph's annual accessibility conference is taking place from May 25th to 27th. It will be fully online.
Update on CHRED AODA training compliance	Approximately 1500 AODA modules were completed over the 2020-2021 academic year by Humber staff.
1) What responsibility do members have in disseminating information? 2) Barrier Identification Form	**Member Dissemination of Information:** AB2: Reminder to members that things sent out to the Committee are expected to be shared with your departments and faculties. Recognizing that membership on this Committee is an opportunity to obtain accessibility information and distribute it as well as to share accessibility relates issues you may be observing within your department/faculty. Sharing this information with the Committee enables the identification of patterns or trends occurring within the Humber Community. **Barrier identification form:** The Barrier identification form is used by Humber Community members to report accessibility related issues. It's a good way of systemically tracking issues within the institution. GC is responsible for the Blackboard course template and will work on integrating the Community Barrier Identification Form into the newest Blackboard template. BD - Students in residence may not be aware of the Community Barrier Form (CBF). The HTV ad related to the CBF does not appear to be in current rotation on HTV. Additional tangible materials could benefit students that are hesitant to discuss supports.

Subcommittee Report Breakout Groups	Committee members moved

Subcommittee Report Back
 	
1) Resource Curation:
Subcommittee members:
Jason Rouatt
Phil Legate
Karen Horotopan
Amanda Soriano
Anne Zbitnew,
Liana Acri, Gina Catenazzo
 	
2) Attitudinal Barriers
Subcommittee members:
Adam Benn
Jennie Grimard
Aaron Brown
Sacha Ally
Hiren Patel
Christopher Schiafone
	1) Resource Curation:
	   a. Present: GC & LA
	   b. AS to circulate Teams accessibility one-pager to Adam for review early next week
	   c. All members to consider areas of focus moving forward. Review Google Drive PowerPoint from Jan. 2020 https://drive.google.com/drive/folders/1953OdrF_ef61S4RkWYKjePiWNAPhdoK8?usp=sharing for ideas
	
	2) Attitudinal Barriers
	
	SA: Working group will proceed by conducting interview with subject via MS Teams. The original plan was to conduct the interview in-person, but this has been delayed due to COVID restrictions. Will consider looking at the possibility of doing the interview again in-person once the restrictions are lifted. Planning on doing two separate videos due to time duration restrictions related to social media platforms.
	
	3) Needs Assessment: How does accessibility affect folks that are most marginalized?
	
	DY: Looking at the possibility of delegating a chair for the Subcommittee to provide greater direction. Also looking at reviewing the earlier idea of elevator signage as we begin to look towards returning to campus. Being mindful that the wording of the signage does not have a marginalizing effect.

3) Needs Assessment: How does accessibility affect folks that are most marginalized? <u>Subcommittee members:</u> Kimberly Zammit David Yen Philip Burge Christoper Schiafone	
Review of Parking Lot and Finalizing of To Dos for next meeting – Standing Item	• Invitation to the Dean of Students – Ian Crookshank to an upcoming AODA meeting to raise awareness of the work being done <u>Things that could be done:</u> • A suggestion was raised about drafting a one page housekeeping script on how students can make their experience more accessible eg. Captioning, accommodation request, etc. • A suggestion was made for conducting a needs assessment under COVID-19 conditions • Concerns about how many documents are being sent to students that are inaccessible. The three-part accessible documents training is useful but a quick tip sheet might be very helpful as well. GC has tip sheets that can be shared with the Humber community. The difficulty with tip sheets is that there's only so much that can be included. Most PDFs being sent out are likely inaccessible.

	We need more resources available for our faculty members to create accessible PDFs. Standard PDF accessibility training covers the first 70% of creating accessible PDFs but the last 30% often requires the support of an accessibility expert and it's likely unreasonable to ask faculty to handle. Tip sheets can get you part way there but won't get you all the way.
	JG - Inaccessible PDFs are often related to the templates being used. If we could prioritize common PDF communications sent out to students that we deem as critical information or finding a way to systematically identify which communications being sent to students are inaccessible, then that would be a start.
	• The distribution of tangible accessibility resources could be useful for students in Residence that are hesitant to discuss supports.
Next Meeting Date and Checkout - Friday, May 21, 2021 - Location: Microsoft Teams	Our next meeting is Friday, May 21, 2021.