



Humber College AODA Committee

Minutes

May 21, 2021, 9:00 a.m. to 11:00 a.m.

Microsoft Teams

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

Items	Notes
Welcome and Check in	AB2 welcomed Committee members.
New Business	Accessibility of physical distancing signage on campus for those unable to visually read signs
Review and Approval of Minutes: March 19, 2021	<p>March 19, 2021 minutes approved by Committee.</p> <p>PB put forward the motion, seconded by AB and supported by the Committee.</p>
Follow up on To Dos (Standing Item)	<p>All immediate to dos were completed in advance of the meeting.</p> <p>GC in the process of updating the new Blackboard Ultra templates to include the Community Barrier Identification form.</p> <p>CS asked whether this has been checked with screen reading technology? GC This version should be more accessible than the previous version A suggestion was made to have students hired on a part-time basis to test new technology for accessibility</p> <p>SA – Posted HTV ad related to community barrier form for Residence and Humber Community members currently onsite</p>
Update on CHRED AODA training compliance	Approximately 150 AODA modules were completed by Humber employees since the last AODA meeting on May 21, 2021.
Accessibility of physical distancing signage on campus for those unable to visually read signs upon returning to campus in the Fall	AB – Feedback on campus signage challenges for visually impaired was provided to Marketing and Communications who were working on the new campus signage in conjunction with Accessible Learning Services.

<p>Committee Membership</p>	<p>Additional points raised:</p> <p>The importance of people recognizing their shared responsibility particularly in cases where others are unable to regulate their space in relation to others because they rely on a service animal.</p> <p>The importance of communicating directions to students and staff through means beyond signage regarding those unable to see the signage and/or manage their spacing.</p> <p>A possible option would be to have a presence in congested areas to direct traffic (e.g. elevator entrances and hallways) which could assist people who use service animals.</p> <p>Items in the scope of the Resuming On-Campus Operations Steering Committee have been transferred to the Emergency Operations Center for further follow up.</p>
<p>SWOT Analysis</p>	<p><u>Strengths</u></p> <p>Dedicated committee members</p> <p>Action items are generated effectively enabling items to be moved forward thereby contributing to the Humber Community</p> <p>Effective leadership in facilitating discussions among the Committee</p> <p>Good representation across the institution</p> <p>Reporting from members of the committee on accessibility developments within their respective departments and faculties</p>

The opportunity to discuss issues and forward them upward

Outlook Calendar invites for meetings have been helpful for members

Improved attendance since we've been working in the virtual environment

The locating of the Committee as part of the Centre for Human Rights, Equity and Inclusions' services was seen as a strength

Weaknesses

Representation from the following groups could be improved: teaching faculty, students with disabilities, students in general, employees with disabilities, representation from Accessible Learning Services, HRIS in order to raise issues and generate solutions.

Suggestion: A faculty support officer from U of GH could be requested to disseminate information among faculty there

Suggestion: Communication with ALS for student recruitment

Student representation can highlight day in and day out obstacles

Many accessibility issues arise in the classroom which teaching faculty could assist in surfacing

The fixed timing of meetings may be impacting people's availability

Working remotely complicates being aware of the accessibility issues that may exist on campus

Subcommittees:

Difficulty moving subcommittee work forward without leadership within the subcommittee.

Suggestion: Consider designating a leader for each subcommittee to provide structure and stability

It helps when there is alignment between the job duties of the individuals on the subcommittee and the project being worked on.

Important to have realistic expectations of what the subcommittee can achieve given the time allotted.

Projects requiring greater urgency might be more effectively worked on as a larger group.

Importance of reassessing what projects are occurring, what people are interested in, reprioritizing and restructuring subcommittees based on the overall priorities of the Committee

Suggestion: Regular agenda items to reassess whether what we are doing is working and efficient

Opportunities

Possibility of reframing expectations of subcommittees, perhaps more focus on reporting from departments and faculties instead of subcommittee projects or having subcommittee meetings outside of Committee meeting dates

Suggestion: A standing item where people have an opportunity to report on what's occurring in their faculty/department and there is a clear expectation for the membership on what they are expected to provide.

Communication with other committees as in the case of the Resuming On-Campus Steering Committee and focus on liaising and providing the lens we offer

Suggestion: Connecting with Humber ITS and U of GH ACTS to let them know about our committee

Redistribution and review of Terms of Reference so members have a clearer understanding of their roles and obligations

Suggestions: Reassess onboarding process for new members including a review of the terms of reference

Perhaps not all Committee members have to be members of subcommittees if they are providing updates from their respective units so we are able to surface relevant accessibility issues

Champions that are meeting outside of the committee may help move things forward outside of regularly scheduled Committee meetings

The rollout of new technology could include the provisioning of training materials e.g. screen reader users would benefit from materials on how to use the new platform in order to aid transition. Communicating technology changes are imperative to providing time to adapt

Threats

	<p>Membership that is too large – Modulating what we do at meetings based on how many people we have attending. Too large a committee may prevent us from effectively prioritizing objectives.</p> <p>Recruitment - Significant uncertainty for both employees and students in their roles as we return in Fall. It may be difficult to get people’s attention. Being a larger voice or tying into that uncertainty people are feeling may be effective strategies for recruitment.</p>
<p>Subcommittee Report Back</p> <p>1) Resource Curation: <u>Subcommittee members:</u> Jason Rouatt Phil Legate Karen Horotopan Amanda Soriano Anne Zbitnew, Liana Acri, Gina Catenazzo</p> <p>2) Attitudinal Barriers <u>Subcommittee members:</u> Adam Benn Jennie Grimard Aaron Brown Sacha Ally Hiren Patel Christopher Schiafone</p> <p>3) Needs Assessment: How does accessibility affect folks that are most marginalized?</p>	<p>1) Resource Curation: Originally began working on resource curation and a website accessibility audit. There was a shift in subcommittee membership that resulted in a focus on a 1 pager related to accessibility for MS Teams.</p> <p>2) Attitudinal Barriers A Videographer has been assigned to the project by Marketing and Communications. They have been provided with the script and are in the process of communicating with the video subject to begin recording footage. We expect to receive the first draft the video in June.</p> <p>3) Needs Assessment: How does accessibility affect folks that are most marginalized? The lockdown interrupted the original elevator signage project focused on reducing the volume of people relying on the elevator. This project has had to be reprioritized given the new focus on COVID-19 signage throughout the campus.</p>

<p><u>Subcommittee members:</u> Kimberly Zammit David Yen Philip Burge Christopher Schiaphone</p>	
<p>Possible Priorities Starting in Fall</p>	<p>Policy review</p> <p>Academic accommodation policy being developed</p> <p>Sexual Assault Sexual Violence Policy</p> <p>Mental Health – the hidden disability – as identified in IGNITE survey</p> <p>Mental Health post pandemic – anxiety of returning to campus</p> <p>Representation and structure of agenda to prioritize functions of Committee</p>
<p>Review of Parking Lot and Finalizing of To Dos for next meeting – Standing Item</p>	<ul style="list-style-type: none"> • Invitation to the Dean of Students – Ian Crookshank to an upcoming AODA meeting to raise awareness of the work being done <p><u>Things that could be done:</u></p> <ul style="list-style-type: none"> • 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

	<p>much that can be included. Most PDFs being sent out are likely inaccessible.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • The distribution of tangible accessibility resources could be useful for students in Residence that are hesitant to discuss supports. • Hiring students by units who deploy new technology to test accessibility as part of a quality assurance process • Ensure all members including U of GH staff have access to the AODA MS Teams Channel • Review whether the website accessibility audit and resource curation project remain a project of interest in the Fall.
<p>Next Meeting Date and Checkout</p> <ul style="list-style-type: none"> - Friday, September 17, 2021 - Location: Microsoft Teams 	<p>Our next meeting is Friday, September 17, 2021.</p>

