

# Accessibility Committee Meeting – January 27, 2021

## Meeting Minutes

### 1. Call to Order

Art Barron called the meeting to order.

### 2. Roll Call

#### In attendance:

Art Barron, Beth Storey, Gerri General, James Coulter, Jorge Gutierrez Calzada, Juli Vlaminck, Kathryn Griffin, Laurisa Kapetanov, Mark Colangelo, Mary Beth Rush, Melanie DeSchutter, Rose McDowall, Stephanie DeFranceschi

#### Regrets:

Randall Primeau, Don Crowder, Beth Pirouet, Conrad McCulligh

### 3. Approval of Minutes – Previous Meeting February 5, 2020

Regular meetings were disrupted due to the pandemic causing a gap between the last meeting and this one.

Motion to approve – Laurisa Kapetanov

Seconded – Mark Colangelo

Opposed – none

Minutes from February 5, 2020 Meeting – Approved

### 4. Updates

Purpose of the group:

- To provide recommendations to SOG
- Create an Accessibility 2 Year Plan

#### a. Facilities Update:

- The CICE program has relocated to the main floor which eliminates students with mobility issues having to use the elevator and allows for more direct access to other college services
- Some door operators have been updated. Operator buttons are now full length (approximately 3 feet long) so they can be used by pushing with your feet eliminating the need to be touched with hands.

Operator buttons will continue to be upgraded to the new style as finances permit.

- Exterior balcony, outside of Student Services at South Campus, is being renovated. It is being enclosed with glass at both ends and will have screening in the middle section. The balcony provides access from the second floor to the walkway that goes to the Ford Center of Excellence. Currently there is a big step on both ends of the balcony, so this is being leveled and new flooring is being put in to eliminate the step. The doors are being brought to floor level and there will be door operators installed.
- Sports Park is open and fully accessible.
- The new Zekelman addition will be fully accessible as well.

#### **b. Report of Possible Accessibility Issues**

- [Chatham](#)

- Concerns were expressed that we may not be aware of student struggles as many students may not know that accessibility supports are still available to them in online format, and that they may not know how/where to reach out as we are currently working from home.
- No emergent/urgent physical issues on campus currently; however, it has not been physically inspected in a while due to staff working from home.
- Students are having significant accessibility issues due to internet access and being able to stay connected. They are struggling to get and stay connected to online lectures. Students in the county seem to have weaker connections than those living in the city. Internet providers have also had difficulties maintaining internet service. Example: Cogeco had several periods of internet outages during the first week of classes.

- **Downtown**

- There are areas of the downtown campus that did not have visual alarms. We are unsure if this has been updated.
- Previous concerns of some doors not having operators and the Student Services counter being too high have been corrected.

**Action Item** - Art Barron will be heading downtown for other business and will look for any concerning accessibility issues.

- **South**

- No updates/areas of immediate concern other than those in the facilities update above.

- **Online**

- Concern of Mid-Term Progress Reports for students on their SIS are identified in colours: Green, Yellow or Red and there is concern for those students who are colour blind; that they may not receive the warning of their current academic status. It was confirmed that the Mid-Term Status Reports were updated with labels of the colours as well as notes to allow those who are colour blind equal access to the information.
- A request for tutorial videos on Google Read and Write. How download it, use it, etc... Stephanie DeFranceschi has organized training for Google Read and Write that will happen in February and will be available to faculty. Documents related to the training will be distributed to participants ahead of time. Resources will also be included in the training. Those offering the training are looking into their ability to record the session so we can use the recording after the training. This training is also being offered to students in CICE. There was mention of the Student Hub on the college website and that this would be a good place to have these tutorial videos if possible.

- There have been some struggles with closed captioning (CC) for live lectures. The Centre for Academic Excellence provides training to faculty on how to use this option in Blackboard Collaborate. They also provide excellent resources on this; however, some faculty are refusing to use it. Other faculty are not using Blackboard and don't know how to use CC in other platforms.
- Some faculty don't know that Blackboard Collaborate has CC. A suggestion was made to start sending out a "Tip of the Week or Month" to faculty from this committee. The idea was well liked.

**Action Item** – to establish a "Tip of the Week/Month".

**Action Item** – Beth Storey will investigate and report back on the updated version of BB and any accessibility issues.

- c. **Student's Perspective (need for recruitment)** – A request to the group of members who work with students with disabilities was made to approach students who would be willing to join the committee. It was suggested we choose students with varying disabilities. The Terms of Reference does not state a maximum number of students but historically, the committee has had two students. A suggestion was made to have a student from Chatham. A concern was raised regarding a student's ability to attend meetings once in-person meetings resume. It was stated that meetings will likely continue via MS Teams even after in-person classes resume.

**Action Item** – to recruit two student members.

## 5. Establishment of Sub-Committees:

- a. **Accessibility Policy** – needs review. It was started last year but was put on hold.

**Action Item** - Art Barron will add the policy to the MS Teams group for the committee.

A Policy Review Committee was established. Members are Gerri General, Stephanie DeFranceschi, Beth Storey, James Coulter and Art Barron.

**Action Item** – Art Barron will send an email to this committee to get this review and revision committee started.

- b. **Revised 2 Year Accessibility Plan** – needs review and revision. Current plan ends 2021.

Review Committee Established. Members are James Coulter, Stephanie DeFranceschi, Art Barron and Mary Beth Rush.

**Action Item** – Art Barron will send email to this committee to get started.

Both committees will bring ideas to the larger Accessibility Committee, then to SOG when appropriate. Note - Sub-committees must be voting members.

6. **New Business – opened to the floor**

None.

7. **Adjournment -**

Motion to adjourn – James Coulter

Seconded- Gerri General

Objections – none

Meeting adjourned at 2:45pm.

Meetings will be held monthly in the last week of each month on Wednesday at 2pm via MS Teams.