

## **Accessibility for Ontarians with Disability Act (AODA) Committee**

May 25, 2018 from 9:00 a.m. to 11:00 a.m. at Lakeshore Building B, B118

### **Meeting Minutes**

#### **Present**

Tracey Maynard (TM), Anne Zbitnew (AZ), Monica Khosla (MK), Natalie Bobyk (NB), Phil Legate (PL), Kayla Chambers (KC) Aaron Brown (AB), Jessica Pilfold (JP), Phillip Burge (PB), John Schroder (JS), Jodie Glean (JG) and Zahra Brown (ZB).

#### **Regrets**

Alicia Damley, Anna Meliksetyan, Brenda Ridley, Carina Cunanan, Carol Appleby, Dana Costin, Janet Hollingsworth, David Yen, Jennie Grimard, Josephine Coke Josh Vatcher, Karen Hortopan, Lynn vanLieshout, NanaAma Pabi, Nancy Simms, Rita Kohli, Robert Forward Kimberly Zammit, Lam Trinh, Michael Thompson, Nora Simpson.

#### **Welcome and Announcements:**

Jodie Glean (**JG**) welcomed the team to Lakeshore Campus. She announced that Rita Kholi, the Advisor, was leaving Centre for Human Rights, Equity and Diversity (CHRED) by the end of the June 2018 and that a new Advisor will be hired in a full time position. **JG** reminded the team to take the CHRED survey. The link is in the Humber Communiqué, Friday afternoons.

#### **Round table check in:**

Members checked in. It had been a busy time for most members - hiring, training, just returning from work – related trip, planning, preparing for next year, personal news, enjoying some down time.

#### **AODA Minutes:**

Two sets of minutes were circulated: Feb 2, 2018 and April 6, 2018

**JG** asked everyone to give names before speaking to facilitate minutes taking.

**ZB** manages minutes taking.

#### **Review and approval of meeting minutes**

Moved by **TM**, seconded by **PB** - Feb 2<sup>nd</sup> minutes were approved.

Moved by **AB**, seconded by **NB** – April 6<sup>th</sup> minutes were approved.

Two AODA meeting minutes from Feb 2, 2018 and April 6, 2018 were distributed at the meeting. **JG** asked the team to take a few minutes to read the AODA minutes. The team read them and approved the meeting minutes.

### **AODA Subcommittee Updates**

**ZB** updated the team on the Lunch and Learn Sessions for the 2018-2019 academic year.

The *Co-Facilitators volunteers for Lunch and Learn Sessions* handouts were distributed to the team.

Every subcommittee groups have some of their projects turned into Lunch and Learn (L&L) sessions.

1. L&L is called, *What's Going On?* will focus on the status of accessibility at Humber, for example, the new buildings, are they accessible?
2. L&L is the *Social Media Accessibility* will focus on how to make your social media pages more accessible. There will simple tips and tricks shared at this L&L for people can lean and use. People do not need to know websites, HTML codes to make their social media pages accessible. This L&L was a success, we will be running this session again this year.
3. L&L is called, *Where to Go for Accessibility* will focus on self-advocacy for students who want to know how they find services at Humber for accessibility and be successful in their courses and graduate.
4. L&L is called, *Understand Attitudinal Barriers* will focus on preventing barriers predominantly on attitudinal barriers. Humber and have people learn and discuss Attitudinal is a barrier.

### **Accessible Documents and Education (ADE) subcommittee:**

**JG** informed that the ADE subcommittee have two projects:

#### **Project 1: Inventory Resource Hub**

ADE subcommittee members have been collecting accessibility related resources - on google doc, compiled by **ZB** and the subcommittee team. A follow up 1- hour meeting to be scheduled soon. The ADE team will be a vetting meeting to go through documents, identify missing pieces, gaps, duplicates etc.

Once collated decision has to be made about where to upload the documents. Possible places - Resources webpage on CHRED's website or AODA webpage. Do we put the resources as recommended readings and then share link with Humber communiqué, new orientations of new employees, students and faculty.

### Project 2: **Lunch and Learn sessions**

These are 1-hour sessions to hone in on different subject matters. **ZB** facilitated 2 successful sessions. She will be presenting on Social Media Accessibility at Humber Showcase at Lakeshore next month. Please check it out.

### Project 3: **Lunch and Learn: Where to go for accessibility**

**ZB's** experience of hosting information tables brought to the attention of the Centre that students were asking about process and procedure - If I am experiencing this issue what do I do? Where do I go? Can I go to the Centre? **JG** stated that we have to target students' need and work from there and provide knowledge to increase accessibility.

### Project 4: **Lunch and Learn: Understanding Attitudinal Barriers**

**JG** informed that the Centre is revising brochures for this academic year and want to create a piece around attitudinal barriers. This is the root cause for existing barriers, but is very hard to target.

**NB** asked about who can attend and how to participate. **JG** explained that registration is open to all. Posters will be posted.

### **Accessibility Projects/Issues:**

#### **1. Physical space**

**JG** informed that this committee needed more members to undertake this project and she will send an email communication to the larger AODA .

#### **2. Missing accessible furniture**

**JG** mentioned that accessible furniture was being removed from classroom. There is a need to address and resolve this issue. She suggested ideas of an accessibility learning group, getting messaging out to larger Humber community, using catchy wording, accessibility symbol, branding – to be able to attract people's attention. The plan is to launch this in the fall. **JG** invited members to share their initial thoughts.

### **3. Accessible Etiquette video**

**JG** shared the idea of a video that does the messaging about the accessible chairs.

Members agreed with the idea, but shared important information --- some have no idea what the accessible furniture looks like, message should not be too wordy, messaging should be educational and grab attention. Since not all classrooms have accessible furniture, a list of classrooms where the furniture is assigned would be helpful. Ryan in marketing and communications – volunteered to support and engage students to film scenarios with community members.

**JG** will bring ideas to Nancy. The question was asked about how students may get accessible furniture. **JG** informed that students have to make request

### **4. Push Button audit**

**JG** informed that due to busy schedules, audit routine has not been completed at Lakeshore and North Campus. She asked for support from the subcommittees and they offered to help. Members brainstormed ideas. Some members asked where the push buttons were located.

**JG** spoke about the challenge of getting a research grant to cover funds for testing and repairing push buttons. The biggest challenge is budget. She suggested that there must be a strategy to locate funds and decide on right timing.

**PB** shared that the committee could apply for a research grant to hire a student to test buttons.

**MK** responded that this was a good idea. She identified the CTO as having a research grant for \$1500 – the committee could access grant, add some research component and employ students as research assistants.

A very fruitful discussion followed including questions about the scope of the Centre and a time line for this project.

**JG** advised that the issue of research grant would be submitted to Nancy. She expressed further concerns about scope, timeline and the community engagement piece. She asked interested persons to speak with her afterwards.

**Next Steps:** JG presented the next steps as follows:

1. Increase membership of AODA committee.
2. Use summer to work on messaging.
3. Take all ideas to Nancy – work on broadening scope and involving community engagement.
4. Communicate to members by email – this is last meeting before summer.  
Meetings begin in September.

### **Humber Events Subcommittee**

**JG** attended meeting with AI media, IT support and other key leaders discussing the idea of institutionalizing live captioning at Humber.

Test runs have been done with IT tech staff and company members. Decision was made to delay live captioning - not enough confidence. JG shared that there was a suggested process for moving forward – a request for proposal and developing a selected list of qualified vendors. **JG** suggested that it was too premature to move on this. It is more strategic to seek sponsorship and support from senior leadership, try to work with Humber's 2018 - 2023 strategic plan to increase accessibility and also work in partnership with the Accommodation and Inclusion committee, which works on academic related issues.

**JG** explains her understanding of Nancy's concerns about the complexities of going through the process of a request for proposals, and the difference between process of vendors when it comes to institutional events and service events.

This attracted a lengthy conversation with different responses. These included – do not stall things and start incrementally.

**JG** explained that it is not stalling. It was a matter of finding the right strategy to include community support and work through the systems.

### **Development of Education Standards committee**

**JG** shared information about a 2 - day meeting (February and April) where she viewed the "We have something to say" report that was done in May 2016. Groups from diverse communities with disabilities ran surveyed focus groups and

provided recommendations to government. The report identified categories of barriers and suggested ways to get access and training.

### **Developing a set of criteria**

**JG** expressed an interest in developing a set of criteria for prioritizing barriers

Criteria suggested were:

1. The degree to which the disability impacts the completion of education
2. The scope of the impact – knowledge of student population impacted

**JG** asked about any category that was not reflected. Suggestions from the group included organizational policies, procedures and personnel

### **Election season**

JG reminded group that there might be changes in government after the election, which means mandates and scope may change

### **Accessible champion program**

**JG** shared ideas about a sustainable champion type program. This program happens at York and Humber and could be recreated at Humber  
The main goal is to increase accessibility and give ownership back to community members.

Ryan in marketing and communications – could be support project and film scenarios with community members.

### **Changes and updates**

#### **Revised AODA form**

**ZB** revised AODA feedback form on CHRED website to make it more open ended and accessible.

### **Other changes**

1. Changes to 2016 customer service policy
2. Consult with person disability
3. Require in depth consultation process – working on it this summer.

### **Update on AODA Education Outreach**

**JG** informed that there was ongoing monitoring and completion of AODA feedback. **ZB** is responsible for this.

Labour disruption created setback. **ZB** has been doing an amazing job in keeping momentum with community engagement at Lakeshore and North campus. Next target is Guelph-Humber.

**ZB** facilitated the Lunch and Learn: Social Media Accessibility workshops. She had developed and uploaded new fact sheets and managed the AODA community feedback forms.

15 barriers forms were completed and sent to The Centre.

### **Committee chairs news**

**ZB** and **JG** are approaching their 1- year mark.

**JG** thanks the team for their support. Our goal is to increase student membership on committees. Emails will be sent throughout the summer. Watch for list and register. **ZB** informed that the AODA 2018-2019 schedules are up on The Centre's the website.

### **Need volunteers as co-host for information tables**

**JG** passed around sign-up sheet for volunteers to be co-hosts with **ZB** at information tables in Lakeshore and North.

**JG** will not be able to perform this role in the fall. The information table will be changed to increase engagement at table – quizzes, prizes, creating a feedback section, student participation.

### **Upcoming Events**

1. **February 2019** – Black history month will honour people of African diaspora with disabilities.
2. **December 3, 2019** – International day for persons with disabilities.

**Next Meeting Date:** Friday, October 6, 2017 at Lakeshore Campus, L1017

### **Adjournment**

Meeting ended at 11:00 a.m. Committee members checked out.  
Meeting minutes submitted by Zahra Brown