

**AODA Committee Meeting**  
**Friday, May 29, 2015**  
**9:00 am - 11:00 am**

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In Attendance	Regrets
Mike Berg ( <b>MB</b> )	Ahmed Abukar ( <b>AA</b> )
Tracey Maynard ( <b>TM</b> )	Dana Costin ( <b>DC</b> )
Jessica Bowen ( <b>JB</b> )	Nicole Waskul ( <b>NW</b> )
Janet Hollingsworth ( <b>JH</b> )	Leah Barclay ( <b>LB</b> )
Candice Warner-Barrow ( <b>CWB</b> )	Rick Follert ( <b>RF</b> )
Lam Trinh ( <b>LT</b> )	Phil Legate ( <b>PL</b> )
Akil Annamunthodo ( <b>AA</b> )	Nora Simpson ( <b>NS</b> )
Nancy Bryant ( <b>NB</b> )	
Lora Nasim ( <b>LN</b> )	

**Welcome & Check in:**

- All members reported being busy but well.

**Minute Review and Approval:**

- **TM** approved the minutes.

**New Business Arising:**

- **NB** raised an accessibility issue with the font size in *Banner* as some employees have reported their concerns to Health and Safety in relation to workplace accommodation needs. **NL** explained that the font is uncharacteristically small in *Banner*. Margaret Fung, Manager, Health and Safety, has been working with Information Technology Services (ITS) to determine what options are available to increase the font size. **JB** advised that *Banner* is defined as an intranet website under the AODA, meaning that it is not a public facing application and the same AODA requirements do not apply to intranet websites as they do internet website. Regardless of the status of application, Humber is required to provide accommodations to employees with disabilities when a request has been made. **JB** will follow up with Margaret Fung on this matter.
- **LN** is working with Accessible Learning Services and has started a check-out system that can lend laptops with accessibility software for more than two weeks to students throughout the semester. ITS has piloted lending laptops for the entire semester and the students who participated in the program said the

extended laptop use really helped them to succeed throughout the term. **JB** shared that she has also heard positive feedback from student with respect to extended laptop lending time.

#### **AODA Update:**

- **JB** advised that **KP** has chosen to pursue her passion for law outside of Humber College. The Centre has gone through a restructuring process given that the majority of the AODA requirements are already in effect for the post-secondary sector. The AODA Coordinator position has been restructured into an Equity Generalist position. The successful candidate will work to ensure Humber's compliance with the AODA in addition to providing administrative support in several areas of the Centre. Until the Equity Generalist is filled, any AODA related questions or concerns can be directed to **JB**.
- **JB** shared that **KP** worked diligently to ensure that all Humber employees completed all three AODA trainings. Currently, the completion rate at the College is 98% for all the trainings. The Centre will continue to encourage that all staff complete the training.
- **JB** explained that in the upcoming academic year, the Customer Service Standard training will be reviewed and revised. Once the training has been updated, it will be brought to the Committee for their review and feedback.
- **JB** also advised that under the AODA, the Committee will be involved in the development of Humber's next multi-year accessibility plan. Additionally information related to the multi-year plan will be brought to the committee at the next meeting.

#### **CAPDHHE Update:**

- **JB** advised that Humber was the lead CAPDHHE conference and Nancy Simms was the conference chair. The Conference was a success and addressed several human rights related topics. The one area that was found lacking however was related to AODA and accessibility. **JB** suggested that given the level of expertise on the Committee, members should work towards developing a proposal and presentation to submit for the 2016 conference. **JB** suggested that a subcommittee would be created to develop a proposal and present at the conference.

#### **Guelph Accessibility Conference Update:**

- **JB** advised that she delivered a presentation at the Guelph Accessibility Conference. The presentation focused on a review of the AODA legislation and its impact in the post-secondary sector. The feedback that she received from the attendees was informative. In discussions with the attendees they expressed the one of the continuous challenges that they are facing within their institutions is ensuring website compliance. A representative from the University of Guelph offered to provide more information about an application called *Site Improve*. This software checks websites for WCAG compliance. **LT** advised that Marketing is using *Total Validator* as a base tool for checking websites. **JB** shared that a representative from Ryerson indicated that the University has developed their own website compliance checker application as the available options were not meeting their organizational needs in relation to compliance. **JB** suggested that Committee Members consider preparing and submitting a proposal for the Guelph Accessibility Conference in 2016. **JB** shared that many presentations at the conference were related to developing accessible website and documents as well as presentations on different software and applications that are aimed at increasing accessibility.

#### **Showcase:**

- **JB** shared that the Diversity Committee is working on developing draft definitions for key terms - Diversity, Equality, Equity and Inclusion. These terms are often used in when we speak about building an inclusive Humber. **JB** informed the committee that the focus group session was held to elicit feedback on these four key terms. The feedback that was received was extremely useful. **JB** advised that the Committee will be repeating the focus group session in Showcase to various stakeholders on campus. Having a universal meaning to the definitions will help move the work of the Centre forward, weaving these terms throughout the culture of Humber College. **JB** encouraged members to attend the upcoming sessions to contribute their feedback.

#### **2015-2016 Goals:**

- **JB** encouraged the Committee to prepare an AODA focused proposal for the CAPDHHE conference, the Guelph Accessibility Conference or both.
- **AA** advised that the Committee should develop ways to increase student involvement. **JB** advised that **NS** in an earlier meeting has expressed some ideas to recruit more students to the Committee in the future. **JB** will connect with **NS** to discuss ways to increase student membership. **JB** encouraged Committee Members to share their ideas to increase student membership. **JB** stated that

**NW** expressed that she will be returning to the committee for 2015.2016 as she is returning as a Guelph-Humber student.

- **JB** shared that at the March meeting **DC** suggested that students on the committee be able to have the option of participating on smaller projects that can be completed within a semester to increase engagement. **JB** suggested that committee members each bring one suggestion of a project that can be completed in one term and send them over the summer to **JB**.
- **JB** suggested that the Committee participate in hosting AODA related information table throughout the year to enhance students' knowledge of AODA. **JB** will circulate the information table schedule once it has been finalised.
- **LT** advised having AODA awareness events and have different events on different aspects of accessibility. For example, having an event where people can experience what it is like to use an assistive device, have difficulty seeing etcetera. Members cited an earlier session put on by the CNIB where participants were able to experience different visual impairments.
- After a discussion about how different departments have various accessibility resources, committee members agreed that all committee members should gather all the accessibility related resources that are available to the Humber community from each department and combine them into a single resource to be distributed throughout the Humber Community. This resource will illustrate all the accessibility related features that Humber has in various departments on campus.

#### **Meeting Schedule for 2015/2016:**

- **JB** distributed the schedule for 2015/2016 academic year.
- All members were in agreement with the dates.

#### **Closure & Check-out:**

- All members indicated a great meeting and they are looking forward to achieving the goals outlined.

#### **Next Meeting Date:**

- Friday, September 25, 2015.

Task	Person Responsible	Completion Date
Follow-up with Margaret Fung regarding Banner and font size.	Jessica Bowen	Completed
Provide one project idea that can be completed within a semester for students on the Committee.	All Committee Members	September 25, 2015
Follow-up with Nora Simpson regarding student recruitment.	Jessica Bowen	Completed
Prepare a list of accessibility resources available in each department.	All Committee Members	September 25, 2015