

AODA COMMITTEE MEETING
FRIDAY, SEPTEMBER 25, 2015
TIME: 9:00AM – 11:00AM

In Attendance	Regrets
Jessica Bowen (JB)	Lora Nasim (LN)
Akil Annamunthodo (AA)	Phil Legate (PL)
Yolande Smith (YS)	Tracey Maynard (TM)
Rick Follert (RF)	Ahmed Abukar (AA)
Nancy Bryant (NB)	Nicole Waskul (NW)
Mike Berg (MB)	Todd Ryoji (TR)
Leah Barclay (LB)	Heather Snell (HS)
Lam Trinh (LT)	Mikki Decker (MD)
Janet Hollingsworth (JH)	
Vanessa Silaphet (VS)	
John Schroder (JS)	
Nora Simpson (NS)	
Tina Rodnik (TR)	
Daniela Napoli (DN)	

Welcome, Introductions & Check In	<ul style="list-style-type: none"> All members reported being well and busy with the start of the semester. JB welcomed new members JS, DN, TR and YS.
Review and approval of minutes	<ul style="list-style-type: none"> LB approved the minutes.
New Business Arising	<ul style="list-style-type: none"> NB advised the committee about the font size on Banner being too small for some users. Margaret Fung, Manager, Health and Safety has been working with Information Technology Services (ITS) to resolve the matter. NB explained that ITS was able to add two options to increase the font size up to 14 point. The changes to Banner will be in place by September 28, 2015. NB shared that communication strategies will be implemented to inform the Humber Community of the update. JB shared that the AODA committee has increased its student membership to five (5) students. YS suggested that to increase awareness about the AODA, the Committee can create an “AODA Series” video series outlining the purpose of AODA, identification of different types of barriers, and how to remove them. The videos will outline the five (5) major barriers that persons with a disability

may encounter such as attitudinal, physical, information and communication, technology and systemic. **LT** shared that Marketing and Communications may be able to assist with the development of the videos. **LT** indicated that he would connect with Todd Ryoji, Manager, Marketing and Communications regarding the AODA Series. **AA** suggested that a video could also be made using the program *Protune*. **MB** suggested that Media Students may be interested in the video development of the series.

- **DN** suggested we could build AODA awareness by visiting classrooms and have an AODA Committee member speaking briefly about the AODA. **JH** stated that she has been invited speak in the classroom and would share AODA information during this session. **JB** identified that she would send AODA brochures to **JH** to provide to students.
- **JS** stated that every classroom at Humber has a least one adjustable desk and one soft chair for persons who require this accommodation. **JS** stated that this is a resource that is available in the classroom for students with disabilities but they are not clearly identified. The resources are being used for alternate purposes and/or removed from the classroom by instructors and others students, making them unavailable for students and instructors who may require them. **JS** suggested the committee could develop a communication piece that will build awareness for persons with disabilities. **JS** suggested the communication piece could continue with the “We Got You” theme found around campus, i.e. “We have you covered.” **NS** shared that she is aware that many Colleges struggle with keeping adjustable furniture from being removed from classrooms and/or available for those who need it. **JB** will consult with other Colleges to determine how they communicate the purpose of the adjustable furniture in the classroom. **JB** suggested that signage on the desk may be an option. **NS** and **JB** will consult with other institutions to determine what options have been most effective. **NS** and **JB** to meet and determine available options.
- At the previous meeting committee members discussed developing a resource that outlined all the accessibility features and /or resources that are available in different schools and departments at Humber. Many departments have resources that are available which may not be widely known to the Humber Community. **JB** asked the committee

	<p>members to submit their department's resources by November 3, 2015.</p> <ul style="list-style-type: none"> • JH informed the committee that one accessibility resource that the Library has is access to the Accessible Content E-Portal (ACE) that five thousand (5000) books are digitalized for those who require an electronic format.
<p>Terms of Reference</p>	<ul style="list-style-type: none"> • JB reviewed the Terms of Reference with committee members. • MB suggested that International should have a representative on the committee to increase accessibility at Humber. • JB will speak to Nancy about that department joining the AODA committee. • JS stated someone with a visible disability is not represented on the committee. JB explained that recruitment will continue in this area to increase representation. Committee members are encouraged to recruit as well.
<p>New Committee Chair</p>	<ul style="list-style-type: none"> • JB stated that the role of the chair is vacant due to the fact that AA is not currently able to attend the meetings and had been doing so on a volunteer basis. JB informed the committee that they need to appoint a new chair. MB suggested that JB chair the committee as the terms of reference do not exclude her from doing so. JB will consult with Nancy Simms on this matter. LS will remain the Vice-Chair. • MB inquired who at Humber is responsible for addressing 'alternate format requests' as located at the end of each page of document on Humber Website. LT explained that it is requested on the Marketing and Communications website through a web form. NS wanted to know who are the designated persons for alternate forms and if they are trained in this area. LT shared that when a request is made for an alternate format, the request for that information is forwarded to the appropriate department.
<p>AODA Update</p>	<ul style="list-style-type: none"> • YS shared the AODA mandatory training percentages with the Committee. The completion rate is low at the beginning of the academic year as there is an increase in the number of employees who need to complete the training when they begin their employment at Humber. YS will be working to increase the completion numbers over the next four weeks. She also encouraged committee members to share the need to complete training with their respective departments.

	<ul style="list-style-type: none"> • Nancy Simms has filed Humber’s Accessibility Compliance Report for 2015. • YS stated that there are several AODA information tables scheduled for the 2015.2016 year. The goal of the tables is to raise awareness of AODA. YS shared with the Committee that the table will be adjacent to Gourmet Express at the North Campus from 11:00 am to 1:00pm on the following dates: <ul style="list-style-type: none"> • September 30, 2015 • October 27, 2015 • November 23, 2015 • January 19, 2016 • February 10, 2016 • March 10, 2016 <p>JB suggested that maybe one (1) or two (2) of dates could be scheduled at the Lakeshore campus. YS requested members volunteer to assist with distributing information. YS will share the dates with committee members via email and they can indicate their availability for the dates at the Lakeshore and North Campuses.</p> <p>MB suggested that the Committee should utilize the students to engage other students as a recruitment strategy for increasing student membership. Committee members discussed a new project that is being spearheaded by Student Success and Engagement called the co-curricular record that allows Humber College and University of Guelph-Humber students to search for and record experiences they have participated in outside of the classroom that provide employability skills as a result. Using the co-curricular record as a method of recruitment may be success for increasing student membership.</p>
<p>2015-2016 Goals</p>	<ul style="list-style-type: none"> • JB encouraged the Committee to submit a proposal for the annual Guelph Accessibility Conference, the annual CAPDHHE conference or both. JB shared with members the conference workshops at the 2015 conference in Guelph to give them a sense of the variety of presentations that are offered. NS stated that she had two (2) staff members that attended the Guelph Accessibility Conference in 2015 and they found the conference very resourceful. <p>JB shared that the Accessible Customer Service policy is</p>

	being reviewed and revised. Committee members will be sent a copy of the current policy for their feedback.
Meeting Schedule for 2015-2016	<ul style="list-style-type: none"> Reviewed the dates for 2015-2016 academic year.
Check-Out and Closure	<ul style="list-style-type: none"> Everyone reported having a good meeting and are looking forward to the academic year.

Task	Person Responsible	Completion Date
Prepare a list of accessibility resources available in each department	All committee members to submit	October 23 , 2016
Issue AODA brochures to JH	Jessica Bowen	Completed
Email AODA table dates for 2015-2016	Yolande Smith	Completed
Email Customer Service Policy to Committee members	Jessica Bowen	Completed
LT to connect with Todd Ryoji, Manager, Marketing and Communications regarding the AODA video series	Lam Trinh	Completed
JB and NS to consult to determine possible options for keeping adjustable furniture available for those who need it.	Jessica Bowen	November 27, 2015
YS to send AODA information table schedule to all committee members and request volunteers to assist.	Yolande Smith	Completed
YS to schedule two AODA information tables at the Lakeshore Campus and request Lakeshore members to assist.	Yolande Smith	Completed