

## Accessibility Committee Meeting – January 27, 2022

### Meeting Minutes

#### 1. Call to Order

Art Barron called the meeting to order at 10:03am.

#### 2. Roll Call:

##### In attendance:

Art Barron, Gerri General, Shubham Sharma, Kathryn Griffin, Laurisa Kapetanov, Beth Pirouet, Dina Naser, Mark Colangelo, Beth Pirout, Brunilda Gjini, Katie Jette, Mellisa Forget, James Coulter

##### Regrets:

Randall Primeau, Conrad McCulligh, Juli Vlaminck, Mary Beth Rush, Stephanie DeFranceschi, Shirley Malette, Melanie DeShutter, Beth Storey

#### 3. Approval of minutes from previous meeting – May 26, 2021

Concerns noted - none

First – Laurisa

Second – Mark

Opposed - None

#### 4. Updates

##### a) Facilities Update (James Coulter)

- There have not been many upgrades with regards to accessibility as focus has been on the Zekelman addition. All the classrooms have been equipped with lift desks and there is a fully accessible washroom on the 3<sup>rd</sup> floor

##### b) Report of possible Accessibility Issues (all campuses):

- Laurisa asked that we check that all the accessible lift desks are plugged in several of the classrooms don't have these desks plugged in. Laurisa also noted concerns with the locations of some of the lift desks as they are often at the back of the classroom.
- Shubham noted concerns from students about not having enough plug-ins in certain areas of the college. A student in a wheelchair brought a concern forward that they had difficulty finding accessible outlets to use outside of class. Laurisa shared that near the marketing department there is an area where students can charge electric wheelchairs as the plugs are higher so there is space available near room 102. Wheelchairs can also be stored here overnight and they can obtain a code from marketing.

**Action Item:** James will follow-up on bringing an electrician in ensure that the lift desks are working in the classrooms. James also noted that sometimes the tables are being placed in the back of the rooms as these areas would be the most accessible for a wheelchair.

**Action Item:** James will investigate providing plug-ins in study areas where there are not currently any accessible.

- **Online Update** – Art shared that Ally is now fully operational on blackboard. It will make blackboard more accessible for students; however, captioning within blackboard has continued to be an issue. It has been a challenge to add captioning to a blackboard collaborate meeting and some faculty may not have the technology expertise to troubleshoot this process. Art will be researching if a plug-in can be purchased that would make this easier to access. There are ways to caption, but it would require someone to be typing during the class, which would not be feasible. Laurisa shared that Ally does not read PowerPoint well, so it must be changed into a different format to read properly. They need to go into the view mode and outline and copy it into word or a similar program so it will read properly.

**Action item:** Let CAE know that this is a solution to the PowerPoint issue in case faculty have concerns from students

**Student Perspective** – Gerri has connected with a student to join the accessibility committee, but she has not confirmed if the student wants to be part of the meeting yet.

## 5. Ministry Compliance

### a) Accessibility Annual Status Report

- Art shared that the annual status report is a requirement of the ministry, and he would like to go through it during the meeting and review potential changes. Art asked if anyone had a chance to review the document before the meeting or if there are any questions. Art stated that we can review it as a group and then it can be submitted to SOG for approval.
- James reviewed the list with Art of the barriers included in the report and everything in that section is complete.
- Beth suggested we separate the completed tasks, so they are clearly visible from what is left outstanding. Beth shared she thinks it would be helpful if the senior team could see all the accomplishments listed clearly so we can better showcase the work that has been completed. Art agreed with this suggestion.
- Brunilda wanted to confirm the names in the report are correct for the Accessibility Committee. Art stated that the list included on the document is from the people who were on the committee at that time. Art thought it may be

helpful to include the up-to-date list in the report as well, but it was decided that the list should represent who was on the committee at that time.

- Laurisa shared she is no longer the provincial representative as this is now Gerri General so this will need to be updated.
- Motion to approve document:
  - First - Beth
  - Second - Laurisa
  - Opposed - none

**b) Accessibility Resources webpage**

- Art shared that this was created over the summer. The page is called Accessibility Resources and it is found under the Student Services section of the website and it includes meeting minutes, the accessibility policy, annual reports, and offers an accessibility feedback form for staff and students to complete. Art shared he has not had any requests yet from staff or students. Art stated that in the future he would like to see how-to's and tip sheets for accessibility on this page, but that is a long-term plan.

**c) Accessibility Policy Update**

- Art shared he has not had time to review the changes yet that were made by the sub-committee. This will be deferred to the next meeting for discussion. Also, by the next meeting Art is hoping to have a draft of the new accessibility plan for the next three years. Art shared that there are some plans for next year that will be added to the list as well.

**6. New Business: None**

**7. Adjournment:**

Meeting adjourned at 10:31am.

Art would like to get back to meeting the last Wednesday of every month. The next meeting has been scheduled for 1pm on Wednesday February 23<sup>rd</sup>.