**Principal’s Accessibility Advisory Committee Meeting**

**November 16, 2018**

**KC 119**

**Attendees**: Julie Horne (Chair), Tom Jory, Chris MacNeil, Jeffrey Preston, Angela Core, Maureen Moore and Shaila Matthews

**Regrets**: Joanna Bedggood, Linda Whidden, Jim Zucchero, Susan Mahipaul, Claire Linley, Doreen Vautour, Doug Mantle and MK Arundel

**1. Adrienne Co-Dyer Presentation**

Adrienne Co-Dyer presented to the Committee her proposed plans to renovate the library in order to make the library more accessible. The main floor will be the focus of the majority of the renovations and Ms. Co-Dyer requested representatives from this Committee to assist with the design plan and to help ensure that accessibility needs are in the forefront. This is an excellent opportunity for input on a major renovation project.

**Action: Julie Horne will send out an email to the Committee requesting volunteers. Depending on timelines this also could be a good project for a class that Jeff Preston or Madeline Burqhardt are teaching. Jeff Preston will work with Ms. Co-Dyer and Dr. Burqhardt to see if this is feasible for the January semester.**

**2. Approval of Minutes from last meeting October 17, 2018**

 **M/S** Tom Jory, Chris MacNeil

**3.** **Business Arising from the Minutes**

1. **Update on Accessibility Policy and Terms of Reference**: Julie Horne updated the Committee that the policy was sent to the Principal’s Group and to Senior Administration for comment and approval. The Principal’s Group has approved both documents. A couple of comments came back from Senior Administration.

Accessibility Policy – Service Animal – remove the bracketed statement (e.g. health or safety reasons).
Add Alternative to Print Section – include information for students to get accessible documents and the process for staff/faculty or visitors to get accessible documents. Currently there is no centralized responsibility for staff/faculty or visitors.

**Action: Julie Horne will ask the Principal’s Group to assign this responsibility to a relevant department. If there is no relevant department we would suggest using the accessibility group email and Shaila Matthews would triage and forward requests as appropriate.**

 Terms of Reference – Add in d) teaching and research along with goods and services.

**Action: Shaila Matthews will make the changes indicated and we will send the policy along to the next approval section. The Terms of Reference will be brought back to the next meeting for voting.**

1. **Discussion of Multi Year Rankings**: A few items were to be marked as completed and moved to the completed section.

**Action: Shaila Matthews will update the Plan with the completed items and send to Chris MacNeil who will create his work plan and send back to the Committee for review.**

1. **Website Review**: This item was deferred to the next meeting.
2. **Duty to Accommodate Policy:**  This item was deferred to the next meeting.
3. **New Business:**
	1. **Class Room Assignments:** Both Jeff Preston and Susan Mahipaul have brought to the attention of HR that part time faculty with accessibility issues are being assigned to inaccessible classrooms. It was suggested that since the both Dr. Preston and Ms. Mahipaul teach in the Disability Program, and there is a large majority of students with disabilities who take courses in the program, that the entire Disability Program be assigned to accessible classrooms regardless of who is teaching them. The Committee discussed other issues such as Teaching Assistant’s and their accessibility needs, students who are in other programs with accessibility needs and the need for Chair’s to flag accessibility concerns with new faculty hires.

**Action: Julie Horne will begin the conversation with Enrolment Services to see what can be done and would welcome input from Dr. Preston, Ms. Mahipaul and Ms. Moore.**

**5.** **Adjournment**

 **M/S** Tom Jory, Jim Zucchero