**Principal’s Accessibility Advisory Committee Meeting**

**March 10, 2020**

**KC 119**

**Attendees**: Angela Core, Julie Horne (Chair), Tom Jory, Chris MacNeil, Maureen Moore, Jeffrey Preston, Linda Whidden, Jim Zucchero, Lisa Bayer

**Regrets**: MK Arundel, Joanna Bedggood, Katie Dennis, Susan Mahipaul, Doug Mantle, Doreen Vautour

**1. Approval of the Minutes from December 10, 2019**

**M/S** – could not approve as we did not have quorum at the beginning of the meeting.

**2.** **Business Arising from the Minutes**

1. **Duty to Accommodate Policy**

The committee has agreed that they can be contacted for any feedback from the King’s Community. The policy will now be shared with the King’s Community via Communications for suggestions and input. The policy will also be shared with the Associations so they can bring it to their members.

The comments and feedback will be brought to Committee meeting for discussion.

**Action Items: Julie Horne to contact the Communications department to request feedback of the policy via email, mykings etc.**

1. **Creating a culture of accessibility**

What does it mean for us at King’s and how do we get there? J. Preston went to a conference at Fanshawe and found an app on Fanshawe On Line that rates documents and websites based on how accessible it is (Blackboard Ally). Suggestion was made to create an accessible teacher award for FT and PT faculty (what does it look like to qualify?)

**Action Items: Added to future PAAC project list – look into budget for app development.**

1. **Accessibility Policy**

This policy has now been posted online, on the myking’s banner, and emailed to the community as well as Associations and Senior Administration.

1. **Wayfinding**

J. Preston discussed Accessnow app and was able to show how the community is able to give feedback regarding accessibility in various places in London and surrounding areas. Example was shown of feedback given about a building at Western.

1. **Personalized Emergency Plans**

This plan has been added to new hire orientations and will be added to our website in the future.

1. **New Business**
	1. **How to create more accessible meetings.**

College Council and Faculty Council were brought up as meetings that microphones need to be used at. Discussed was how to make microphones the ‘norm’. Suggestions included having the Principal and Dean begin using the microphone regularly, have A. Jardine put microphones on people who will be speaking. The person at the front should paraphrase and repeat questions from the audience members. Use the microphone as a ‘talking stick’ to formalize the meeting.

**Action Items: J. Horne to discuss further with Principal.**

**6.** **Adjournment**

 Meeting adjourned.