**Principal’s Accessibility Advisory Committee Meeting**

**July 10, 2018**

**LH 217**

**Attendees**: Doug Mantle, Doreen Vautour, Maureen Moore, Shaila Matthews**,** Tom Jory, MK Arundel, Chris MacNeil, Linda Whidden, Susan Mahipaul, Jim Zucchero, Claire Linley, Jeffrey Preston, Julie Horne(Chair).

**Regrets**: Joanna Bedggood, Angela Core

**1. Introductions** – a warm welcome was extended to our new members Maureen Moore, Julie Horne, MK Arundel, Susan Mahipaul, Jeffrey Preston and Claire Linley. Julie Horne shared that the reason for the name change from the King’s Accessibility Advisory Group to the Principal’s Accessibility Advisory Committee was to reflect the accountability and authority of the Committee.

**2.** **Review of Minutes from December 20, 2016**

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

**3.** **Review Draft Terms of Reference**: There was discussion around posting the minutes and the confidentiality of the minutes, and what information will be shared in the public minutes. It was agreed that confidential minutes would be “in camera”. The Committee also wanted a statement that accessibility is a part of King’s culture and a statement that relates back to the Strategic Plan. Other amendments were around staff title changes and department name changes.

**Action: Shaila Matthews will re-draft the Terms of Reference and post on OWL. A review of the Accessibility Website will be brought forward for next meeting.**

**4.** **Review Draft Policy on Accessibility**: The Committee reviewed the draft policy and made suggestions to tighten up the language around support persons so it is clear they will NOT be charged for events and updating department name changes.

**Action: Shaila Matthews will re-draft the Accessibility Policy and post on OWL.**

**5.** **Review Draft Policy on Duty to Accommodate**: The Committee briefly reviewed the policy and made some minor suggestions. A full review will be completed at the next meeting.

**Action: Shaila Matthews will make the revisions requested to the Duty to Accommodate Policy and post on OWL.**

**6.** **Updating and Changing the Look of the Multi Year Plans**: The Committee agreed that having an easy to update excel spreadsheet would be the best to move forward. Since the meeting was almost over, the Committee committed to bring forward issues via email to Shaila Matthews and a more detailed review. Jeffrey Preston requested the addition of the Customer Service Barrier to be added to the spread sheet.

**Action: Shaila Matthews will make the revisions requested and post on OWL.**

**7.** **New Business**:

**a.** Update on Student Council Activities: Claire Linley updated the Committee on the upcoming Accessibility activities of Student Council. The goals of student council for the year are to do an Accessibility Review of Campus in the following areas: cultural and physical. The goal is to do this review every 3 years. This review will be geared to students and services to students but can be shared with PAAC. The data collection will be ready by the end of September. Another initiative is the grant application to install a wheelchair ramp to the front of Wemple Building.

**b.** Service Disruption and Wemple Elevators: Maureen Moore raised the concern that recently the Wemple Elevator has been out of service more often than in service. Chris MacNeil is aware and has scheduled a meeting with the elevator company to discuss the issues. This lead to a brief discussion on Service Disruption notifications. Currently, it only appears on the website. Is there a better way or more ways to disseminate this information? This topic will be brought forward to the next meeting.

**c.** Next Meeting: Shaila Matthews will look at scheduling the next meeting in October 2018.

**8.** **Adjournment**

 **M/S** Doug Mantle, Shaila Matthews **Carried**