

## **Accessibility Plan 2018-19 and Progress Report**

**September 2019**

## **Executive summary**

The following report updates the Durham College Accessibility Plan and is submitted in compliance with the Ontarians with Disabilities Act, (ODA, 2001). The report provides information on Durham College's progress towards developing an accessible and inclusive environment in the context of our values of respect, equal access, and diversity. Our strategic goal is to support student success and the College has welcomed the pro-active approach of the Accessibility for Ontarians with Disabilities Act (AODA) in setting standards to identify and remove barriers that ultimately ensure not only student success, but the success of our entire community.

We are pleased with the progress towards an inclusive campus during the past year, through the annual prioritization of removing barriers in the built environment and through progress on the objectives established for 2018-19:

1. Ensure that our practices for procurement of software are compliant with AODA requirements.
2. Provide training resources to all staff to contribute to an accessible learning environment.
3. Implement a Service Animal policy for the college community.
4. Continue initiatives to sustain compliance with AODA requirements.

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## Accessibility Plan 2018-19









<b>Objective</b>	<b>Update on Activities and Actions</b>	<b>Lead</b>	<b>Current Status</b>
<b>IT and Procurement</b>			
Expand purchasing task force to include lab, shop, kitchen upgrades and classroom equipment		IT – Purchasing and Procurement Task Force	
Investigate and acquire statistics regarding academic software and e-books that are meeting accessibility standards		IT – Purchasing and Procurement Task Force	
<b>Training and Resources</b>			
Form a student panel on how to create an accessible classroom (using Ryerson as a resource) to actively create a culture of student engagement and visibility.		All	
Investigate green space availability for service animals.		Service Animal Task Force	

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## Accessibility Plan - 2018-19

<b>Communication</b>			
Champion "The Forward Movement" to change symbol for all parking spaces.		Communications Task Force	
Investigate whether students can opt out of transit pass if they require a vehicle for accessibility purposes.		Communications Task Force	
<b>Audit</b>			
Solidify whether reviews will be conducted internally or by an external provider.		Audit Task Force	
Develop accessibility audit policy and procedure. Approve draft form to accompany this document.		Audit Task Force	
Conduct physical check of all door entrance and elevator buttons to ensure they are fully operational.		Audit Task Force	
Investigate and implement a policy and procedure for accessibility audits.		Audit Task Force	

Objective	Update on activities and actions	Lead	Current Status
<b>Objective #1 – IT and Procurement</b>			
Expand purchasing task force to include lab, shop, kitchen upgrades and classroom equipment	The Banner administrative applications were upgraded to version 9 which is AODa compliant. The academic software procurement process was modified to include the checking for AODa compliance. Fifteen classroom podiums were upgraded to be AODa compliant at the Oshawa campus and 11 podiums were upgraded at the Whitby campus. DC Connect was upgraded and maintained its AODa compliance status.	IT – Purchasing and Procurement Task Force	On Track 
Investigate and acquire statistics regarding academic software and e-books that are meeting accessibility standards	Request to add tracking element to Course Outline Template (WebCOT) will be deferred to 2018-19. Changes to WebCOT will be made to address multiple college initiatives during the 2018-19 academic year. Documentation will be added to Centre for Faculty Enrichment (CAFÉ) website to begin the educational/training component of future additions to WebCOT.	IT – Purchasing and Procurement Task Force	Deferred to 2018-19 
Create list of websites currently hosted by DC and establish plan from all website owners regarding implementation of AODa compliance.	Draft messaging and tracking system have been created.	IT – Purchasing and Procurement Task Force	On Track 
Include standardized accessibility messages on footer of all websites.	Working with Communications and Marketing to create standardized messaging, that will link to accessibility website.	IT – Purchasing and Procurement Task Force	On Track 
<b>Objective #2 Training and Resources</b>			
Produce training videos for creating accessible documents and forms.	A PD session on AODa and Accessible Documents was delivered through the Café. This session was delivered in May 2019 and a recording is available on the Café website for faculty wishing to access it.  The ASC and CAFÉ are working together on a DC Connect course where students may self-register. This is expected to be completed by December 2019	Access and Support Centre/Centre for Academic and Faculty Enrichment	On Track 
Provide training to DC community for service animals on campus.	Policy, procedure, and forms have been completed. Drafts have undergone legal review and are awaiting final approval of Academic Leadership Team, Durham College Leadership Team, and College Council.	Service Animal Task Force	On Track 
Create accessibility review checklist as a training resource for academic course development.	Document has been created and used by ITS for new software purchases.	Centre for Academic and Faculty Enrichment	Complete 

Create accessibility review checklist for purchasing purposes.	Complete	IT, Purchasing and Procurement Task Force	Complete 
Offer and encourage Mental Health First Aid training for all lab instructors to ensure they provide proper training and learning environment for all students working with unsafe materials in a proper manner.	Mental Health First Aid sessions are referenced at each weekly new employee orientation. New managers attend and encourage their staff. Over 400 faculty and staff have received Mental Health First Aid training.		Complete 
<b>Objective #3 –Communication</b>			
Communicate to DC community about service animals on campus.	Legal review has been completed and the policy and procedure will be brought forward to DCLT and Board of Governors for approval.	Service Animal and Communications task forces	On Track 
Communicate to DC community about available accessibility checklists and resources	Communicated at employee orientations; broader communications required.. Terms of Reference for Service Animal, Procurement and Communications task groups fully completed.	Communications Task Force	On Track 
Market accessibility on campus through DC communication channels	Will launch when Service Animal policy and procedure is fully vetted and approved.	Communications Task Force	On Track 
<b>Objective #4 – Audit</b>			
To recruit members for an Audit Task Force and prepare terms of reference	Terms of Reference completed.	Audit Task Force	Complete 
Ensure enhancements to Whitby entrance is accessible and addresses issue with sidewalk access for mobility devices.	The entrance addition to the Whitby campus will be accessible. Due to changes to bus route, alterations to bus loop were not undertaken. Stellar Drive (Consumers Drive extension between Thornton and Thickson) to be completed at the end of this year or early 2019. This means that the loop, which will remain, will only serve private vehicles and taxis however the “pinch point” between the curb and the corner of the building will no longer need to be traversed. Meetings with Durham Region Transit (DRT) currently underway to review plans for Stellar Drive bus stop which will be part of new roadway entrance at the north end of the campus.	Audit Task Force	On Track 
Investigate and implement a policy and procedure for accessibility audits.	Due to staff illness and a number of staff turnover/retirements this item has been deferred until the	Audit Task Force	Deferred until next year 

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Build standards	Accessibility funding (\$100K) for fiscal year allowed for the following new installations, repairs and enhancements: New garden walkways and fixed seating for CFCE - \$100k In addition heavily utilized classrooms will be equipped with Automatic Door Operators ( 14 rooms to be upgraded in fall 2019).\$65 K Door operators for SSB120, SW214 and Mail Room total \$30k Accessible walkway at north entrance of G wing\$5.4 K Slip Trips and Falls Concrete repairs total \$15.2 New Ramp and Door operator for C Wing South Courtyard total\$24K Accessible Kitchenette for Living Lab total \$7.4K	Facilities	On Track 
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