



Durham College Accessibility Coordinating Committee TERMS OF REFERENCE

1. Mandate

The Accessibility Coordinating Committee provides oversight and coordination of activities to accessibility at Durham College and commits to the achievement of goals established annually through the Durham College Accessibility Plan and the fulfillment of requirements under the Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”).

2. Background

The Accessibility Working Group was established at Durham College in 2003 with the intent of creating a campus that is barrier free to all individuals with disabilities. In response to the *Ontarians with Disabilities Act*, and eventually the *Accessibility for Ontarians with Disabilities Act*, which mandated accessibility planning province-wide, the Accessibility Working Group published its first Accessibility Plan entitled: *Laying the Groundwork* in September 2003. The objective of this foundational plan was to establish a shared commitment on campus to accessibility issues; to make accessibility awareness part of the collective conscience and thereby ensure that regard for accessibility become an inherent component of all daily operations and planning initiatives across the college.

In the spring of 2014, the Accessibility Coordinating Committee was established to recognize that the work of the Task Force has established a process for the annual development and implementation of the Accessibility Plan and associated report and can expand its emphasis to initiatives related to embedding accessibility in all daily operations.

3. Purpose

The Accessibility Coordinating Committee will continue to oversee the work of the former Accessibility Working Group in regards to the development, implementation and evaluation of accessibility planning at Durham College and will publish an annual Accessibility Plan wherein accessibility achievements of the past year are highlighted, progress on the removal of accessibility barriers is reported on, and objectives for the current planning year are established, all while achieving compliance under the AODA.

In addition, members of the Accessibility Coordinating Committee will take on one of several roles designed to help embed accessibility throughout college operations:

1. Task group leader: responsible for specific campus-based initiatives that move forward the accessibility agenda. Task group leaders will identify campus community members within and beyond the Accessibility Coordinating Committee membership to bring expertise to the initiative as required.
2. Campus Committee participant/delegate: responsible for participation in other campus committees or groups to embed accessibility in as many campus activities as possible. For example, an Accessibility Coordinating Committee member would be on the Policy Committee and would work to ensure that all policies are reviewed for accessibility. The member would report to the Accessibility Coordinating Committee to contribute to the accessibility report.
3. Staff meetings guest: responsible for attending staff meetings on a rotating basis throughout the campus to bring the accessibility conversation into regular meetings.

4. Membership

- I. The membership of the Accessibility Coordinating Committee includes representatives from departments within the college and community stakeholders:
 - Access and Support Centre
 - Campus Health Centre

- Centre for Academic and Faculty Enrichment (CAFE)
 - Chair or Co-chairs (representing Human Resources and/or Communication and Marketing and/or School offices)
 - Communications and Marketing
 - Community Members
 - Facilities
 - Faculty member
 - Human Resources
 - Persons with Disabilities
 - School Administrator/Support
 - Student Affairs
 - Student Body
- II. Members of the Accessibility Coordinating Committee volunteer to represent their respective department or are appointed by their director, manager or dean.
 - III. The Task Group leader is appointed by the Accessibility Coordinating Committee. This position is not limited to members of the Accessibility Coordinating Committee.
 - IV. As a courtesy, an invitation to attend the Accessibility Coordinating Committee meetings may be extended to a member of the Ontario Tech University Accessibility Working Group.

4. Duration of Service

- I. Co-Chairs appointments will be reviewed with their respective supervisors on an annual basis and new Co-Chairs will be appointed at minimum, every 4 years.
- II. The membership will be updated annually by the co-chairs and the Vice-president, Student Affairs to support the goals of the Accessibility Plan.

5. Co-Chair Responsibilities

- I. Prior to meetings:
 - Manage and prepare meeting agendas in conjunction with the Accessibility Coordinating Committee secretary;
 - Identify and coordinate guest speakers;
 - Discuss controversial and complex agenda items with secretary to clarify for members.
 - Investigate issues and bring findings to the ACC meeting to share with committee.
- II. Meeting Responsibilities:
 - Introduce guests or new members to begin the meeting;
 - Ensure the meeting is conducted in accordance with the agenda;
 - Ensure that each item of business is appropriately concluded before proceeding to the next agenda item;
 - Maintain precise phraseology for each motion presented, if and when necessary;
 - Ensure that discussion remains on topic;
 - Assign action items as required with due dates and accountability clearly outlined;
 - Update members on issue resolution;
 - Summarize complicated discussions or debates.
- III. Post-meeting Responsibilities:
 - Review the secretary's first draft of meeting Minutes before circulation of the final draft to members;
 - Follow up with action items before next meeting;
 - Advocate for accessibility awareness within the college, campus, and community.

6. Responsibilities of Members

- Understanding the role of the Accessibility Coordinating Committee, the accessibility planning process and the current accessibility objectives;
- Active participation in meetings through attendance, discussion, review of minutes and other Accessibility Coordinating Committee documents. Should the member not be available to attend a meeting, it is their responsibility to inform the chair/co-chairs and ensure a designate attend on their behalf;
- Participation in the development of accessibility objectives;
- Taking one of the three roles outlined in the Purpose section of this document;
- Sharing decisions, ideas, and insights regarding accessibility issues with their respective departments;
- Providing two-way communication regarding accessibility initiatives and objectives between their departments and the Accessibility Coordinating Committee;
- Acting on opportunities to advocate for accessibility awareness within their departments and throughout the campus;
- Following up with proposed accessibility projects within their respective departments throughout the planning year and reporting on the progress made toward these projects;
- Assist in the development of annual Accessibility Progress Report document by providing department specific information with respect to advancements in accessibility and accommodation.

If a member is absent without justification for two or more meetings during their one-year term, the chair/co-chairs have the right to ask the member to withdraw from the Committee and another representative from the existing member's department/School will be asked to join for the remainder of the term.

The Community Members provide valuable insights and advise related to accessibility and lend their subject matter expertise to the ACC to help make our campus more accessible. External Community Members are not expected to take on one of the 3 roles outlined above, or participate in the Task Force Groups.

7. Meetings

- I. The Accessibility Coordinating Committee meets 3 times a year.
- II. Minutes are taken and made available to all members.
- III. Task Groups will meet as required for each individual objective, see Terms of Reference for Task Force Groups for further information.
- IV. Quorum
 - A quorum shall consist of majority of the voting members of the Accessibility Coordinating Committee. If there is no quorum, the meeting can still continue but no voting issues may be approved.

8. Decision Making

Decisions are made in accordance with the Accessibility Coordinating Committee mandate. The Co-chairs will provide updates and seek approvals by the Durham College AODA Executive Steering Committee, which consists of the Vice-President Academic, Chief Administrative Officer and Vice-President Student Affairs. The Durham College AODA Executive Steering Committee will bring forward updates to the Durham College Leadership Team. Recommendations are forwarded to the Durham College Leadership Team regarding the Accessibility Plan and proposed yearly objectives.

9. Reporting

- I. The work of the Accessibility Coordinating Committee culminates annually in an Accessibility Plan wherein accessibility achievements of the previous year are highlighted, progress on barrier-removal initiatives is reported on, and planning objectives for the upcoming year are established.
- II. Once approved by the Durham College Leadership Team, the Accessibility Plan is brought forward to the Durham College Board of Governors for endorsement.

- III. As per the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, the Accessibility Plan is posted on both the college's internal and public websites by the annual September deadline.
- IV. Once posted, the Accessibility Plan serves to steer the work of the Accessibility Coordinating Committee for the ensuing planning year.
- V. The Accessibility Coordinating Committee will assist Human Resources in the filing of the AODA compliance report on a bi-annual basis.