**Principal’s Accessibility Advisory Committee Meeting**

**May 12, 2020 at 1:00pm**

**Via Zoom**

**Attendees**: Zainab Al-Jaiashi, MK Arundel, Joanna Bedggood, Julie Horne (Chair), Tom Jory, Chris MacNeil, Susan Mahipaul, Doug Mantle, Maureen Moore, Jeffrey Preston, Doreen Vautour, Linda Whidden, Jim Zucchero, Lisa Bayer

**Regrets**: Angela Core

**1. Approval of the Minutes from December 10, 2019 and March 10, 2020**

**M/S** – J. Zucchero/ J. Preston

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

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

It was discussed that zoom meetings for College Council and other larger meetings makes them more successful and organized and allows for online and in person attendance. Speech to text is now an option on zoom, as well.

**Action Items:**

1. **The committee would like to recommend keeping Zoom as an option to attend College Council to the Principal’s Office.**
2. **J. Horne will speak with Principal about the use of a microphone for audience participation at on-site meetings once they resume.**
3. **New Business**
	1. **Feedback – Duty to Accommodate Policy**

The feedback submitted online was reviewed. Decision was made to send document out to committee for final review.

**Action Items: Send policy to committee for final review and then bring to next meeting for approval to move it to the next stage of the approval process.**

* 1. **Budget Line for Accessibility**

The current process is that accessibility requests are paid out through the individual departments. While we have not had a situation where an accessibility request has been denied, it can be harder for some departmental budgets to pay for accommodation than other budgets. It was discussed that there should be a separate budget line that is within the Principal’s budget for accommodation. There would need to be a clear line as to what is covered within this budget as it could be used for signage, physical plant change requests, materials, software or furniture etc.

**Action Items: Recommendation will be created and sent to Principal requesting an Accessibility Budget.**

**Update - Accessibility advantages/ disadvantages/ issues that are being experienced in the new online work/ school world.**

J. Bedggood discussed that Accessibility Services are still fully meeting with students. Currently 86 students with needs are enrolled in summer courses. New students will be coming in September so if there are any requests, she encouraged PAAC to let students know to email or request a callback. Accessibility Services have a running list of comments and questions to track trends and have found that students with ADHD are having a difficult time working from home.

**Update - Update on the activities of Student Accessibility Services during new online learning.**

D. Mantle discussed how sitting in front of a computer screen and ‘always being on’ can affect one’s mental health and anyone who has had a previous concussion will have more difficulty with the increased screen time.

M. Moore discussed that classes and exams are all online at this time. Students are beginning to feel isolated and we need to take into consideration the cultural differences around expectations of the College.

* 1. **Principal Report**

This report was reviewed by PAAC and was recommended to be sent to Principal.

* 1. **Future Meeting Dates**

A doodle poll will be sent out in the second week of July with a 2 week response window to take into consideration the season and potential vacations. The committee agreed that the next suitable date for a meeting would be October.

**6.** **Adjournment**

 Meeting adjourned at 3:00pm.