Principal's Accessibility Advisory Committee Meeting
March 10, 2021 at 1:00pm
Via Zoom

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

1. Approval of the Minutes from December 9, 2020 (A. Core/ M. Moore)

2. Business Arising from the Minutes

a) T. Jory looking for ideas as to what the Accessibility Budget in ITS can be used for.

3. New Business

a) Zoom has been updated to include closed captioning.
b) 5 year plan to be reviewed and updated
c) Lived experience survey created and sent to community in October/November

Action Items

a) J. Horne to speak with Academic Dean to ensure that a reminder to turn Zoom closed captioning on is included in all faculty communication.
b) A. Core to detail what is done with prerecorded video to add closed captioning, and this will be provided as a resource to community.
c) J. Horne to send a specific communication about 'always looking for ideas' for the accessibility budget and an additional email regarding Zoom closed captioning (T. Jory)
d) S. Mahipaul to put together wording as a member of the Accessibility Committee regarding courses being available to watch online in the case of emergency or storm.
e) Year end report to be created for Principal
f) Accessibility Hub to be added to website with a small working group.
g) Looking for suggestions from Committee about the HR portion of the website to ensure accessibility information is there.

4. Adjournment
   Meeting adjourned at 2:20pm.
   M/S – D. Mantle/M. Moore