

**Principal's Accessibility Advisory Committee Meeting**  
**December 8, 2021 at 1:00pm**  
**Via Zoom**

**Members:** MK Arundel, Joanna Bedggood, Laura Clarke, Angela Core, Julie Horne (Chair), Tom Jory, Chris MacNeil, Susan, Mahipaul, Doug Mantle, Jeffrey Preston, Leroy Osborne (Doreen Vautour)

**Regrets:** Shay Morgan, Linda Whidden

**1. Approval of the Minutes from October 6, 2021 (M.K. Arundel/ T. Jory)**

**2. Business Arising from the Minutes**

- a) Suggestions for the accessibility budget were discussed. The top suggestions were; campus wide captioning support, upgrades to wheel chair lifts, faculty mailboxes, conducting an audit and FM systems. Committee agreed to spend the budget on FM systems and closed captioning support.
- b) Discussion about the importance of requesting an external audit on accessibility at King's to assist with our goals. It was decided to put forward a request to KET for an external audit to be completed on accessibility at King's.
- c) Microphone communication blitz, occurred in November.
- d) Mailbox accessibility for faculty was discussed. Currently a process in place for accessibility accommodations. Requested to look at improving communications regarding accessibility accommodations.

**Action Items**

- a) Purchase FM systems and closed captioning support.
- b) A. Core to connect with L. Whidden regarding closed captioning supports for the Library.
- c) Put forward a request to KET for an external audit to be completed on accessibility at King's.
- d) A. Keogh to review and update communications regarding accessibility process for employees and faculty.

**3. New Business**

**a) Lived Experience/Barrier Survey**

The committee agreed that this should be part of the external audit.

**b) AODA Training – HRdownloads**

Provided update to committee, informing them that Human Resources is currently working on turning five modules for AODA training into one comprehensive training program that will cover all of the modules. This will be mandatory training for all faculty and employees.

**c) Communication Blitz – Accessible Resources**

D. Mantle suggested a communication blitz focusing on the importance of meeting appropriate accessibility levels for course materials. Committee agreed on the importance of this communication. Communication will be drafted and sent to committee for review.

**d) Lecture Captioning System**

D. Mantle inquired about making a recommendation for a lecture caption system. D. Mantle to draft recommendation for committee.

**Action Items**

- a) D. Mantle to draft communication blitz regarding accessible resources.
- b) D. Mantle to draft recommendation for a lecture captioning system.

**4. Adjournment**

Meeting adjourned at 2:49pm.

M/S – all in favour