



St. Lawrence
College

St. Lawrence College
Accessibility Annual Report

April 1, 2016 – March 31, 2017

Submitted by:

AODA Oversight Committee

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Statement of Commitment to Accessibility

St. Lawrence College is committed to providing a barrier free learning and working environment. It strives to accommodate individuals with disabilities so that they may share the same level of access to opportunities, participate in the full range of activities that the college offers, and achieve their full potential as equal members of the college community. This will be done by preventing and removing barriers to accessibility and meeting accessibility requirements as outlined under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Summary

This document reflects the Annual Status Report for the College for the period from April 1, 2016 to March 31, 2017. The report describes the measures that St. Lawrence College has taken in 2016/2017 and measures St. Lawrence College intends to take in 2017/2018 to identify, and addresses barriers for people with disabilities who access and/or utilize our facilities and services. For a more in-depth look at St. Lawrence College's Multi-Year Accessibility Plan, please access the following website: [Multi-Year Accessibility Plan](#).

St. Lawrence College acknowledges its legal and ethical obligations as outlined in the AODA, 2005, and continues to strive towards a fully accessible environment by 2025.

AODA Oversight Committee

Our AODA Oversight Committee consists of the Vice President of Student Services and Human Resources as the Chair with representation from all departments of the College.

Counselling and Accessibility Office

Counselling and AccessAbility Services at St. Lawrence College continually work to ensure students with functional impairments related to disability have equitable access to educational opportunities through the provision of appropriate academic accommodations and advocacy. In addition to the day-to-day services offered to students, CAAS has undertaken a number of initiatives to work to reduce barriers for students with disabilities. Some examples of these include:

- The development of a Faculty Reference Guide to provide faculty and staff with general guidelines about the legal and ethical responsibilities of the College to accommodate students with disabilities and practical information on how to implement accommodations to students with dignity and respect. Plans for 2017-18 include broader dissemination and increased awareness of the Faculty Reference Guide, in particular to part-time faculty.
- Presentations and workshops for faculty and staff have been offered throughout the year to increase knowledge and awareness of Counselling & AccessAbility Services and the duty to accommodate students with functional impairments related to disability. Topics have included, for example, Accommodations 101 and Adaptive Technology as well as participation in a webinar series targeted at part-time faculty.

- Currently developing an online order form for Alternative Format Textbooks to ensure ease and equity of access to this service across all three campuses in a timely manner. Launch planned for September 2017.
- Approval was received to develop a Campus-Wide Wellness Strategy with the intention to reduce stigma regarding mental illness, remove barriers for those experiencing mental illness, and promote the mental well-being of the campus community.
- Two counsellors have been trained in SafeTalk who have plans to deliver the program to students, staff, and faculty in 2017-18. This is in addition to a St. Lawrence College developed gate-keeper training program, which will continue to be offered across all three campuses with the intention to reduce stigma related to mental health and increase the community capacity to respond to students in distress and direct them to appropriate supports.

Centre for Contemporary Teaching and Learning (CCTL) Project Specialist

The CCTL Project Specialist provides support to all employees in learning how to create accessible documents in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) Information and Communication Standard.

Examples of services provided are outlined below:

Training Classes

- Creating Accessible MS Word Documents 2010/2013
- Creating Accessible MS PowerPoint Presentations 2010/2013
- Creating Accessible PDF Fillable Forms
- Creating Accessible Tests
- Creating Accessible MS Excel
- Accessibility Fundamentals: Best Practices

Presentations

- Accessibility Overview with Demonstration of Accessible Document Creation

Online Materials & Tech Tools

- Updated the [CCTL: Accessibility Hub](#)¹ with new resources.
- MovieCaptioner (for manually adding closed captions to videos or creating transcripts)
- [Introduced Panopto Video Streaming & Recording Service](#)² (which provides closed captions to any videos that require accommodation needs of students)

Guides

- Training Materials & Files (for all courses and presentations)
- Quick Reference Guides
- MS Word
- MS PowerPoint
- MS Excel
- PDF Fillable Forms
- Accessible Tests

Faculty Guide (Online)

- Updated the accessibility resources on the [CCTL Website: Online Faculty Guide](#)³.

¹ <http://www.learningatthecentre.com/Accessibility.html>

² <http://www.learningatthecentre.com/BBSupport.html>

³ <http://www.learningatthecentre.com/RoadmapForNonFull-TimeFaculty.html>

Achievements Completed (April 1, 2016 – March 31, 2017)

Category: Physical

Activity	Date Completed
Gender neutral signs were installed in the male/female washrooms located in the library at the Kingston Campus.	June, 2016
Gender neutral signs were installed in the male/female washrooms located in the Executive area at the Kingston Campus.	August, 2016
Installation of height adjustable tables were made in the following spaces at the Cornwall campus: <ul style="list-style-type: none"> • Classroom A345 x1 • Classroom M3530 x1 • Learning Coach Center M1430 x1 • Test Center M1410 x1 	March 21, 2017
Five classrooms were provided with new height adjustable desks at the Brockville campus.	February, 2017

Category: Practice

Activity	Date Completed
The AODA Oversight Committee continues to hold bi-monthly meetings.	Ongoing
New staff completed the required AODA training.	Ongoing
Accessibility template continues to be updated to log all accessibility issues and requests that are brought forward to the AODA Oversight Committee.	Ongoing
New employees and staff are asked to complete an Employee Emergency Needs Survey form if they require assistance in an emergency situation and to safely evacuate the building.	Ongoing
Signs were produced and distributed at all campus locations to notify the public of accessible format availability both on-line and in print. The following verbiage appeared on the signs: <u>Verbiage for service desks, reception desks:</u> "St. Lawrence College is committed to achieving barrier-free accessibility for	June, 2016

<p>persons with disabilities visiting, studying or working at the college. College information or documentation will be made available in an alternate format upon request”.</p> <p><u>Verbiage for larger, more open areas around the college:</u> “St. Lawrence College is committed to achieving barrier-free accessibility for persons with disabilities visiting, studying or working at the college. College information or documentation will be made available in an alternate format upon request. To request alternate formats, please contact AODA@sl.on.ca or 613-544-5400 ext. 1802 or ask any employee to connect you with our AODA Officer in Human Resources.”</p>	
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Category: Technical

Activity	Date Completed
<p>The Project Specialist (Valerie East) in the Centre for Contemporary Teaching and Learning for the 2016/2017 year spent 30% of her time dedicated to providing training and support to faculty and staff to advance their skills in creating accessible documents. From April 1 2016 to March 31, 2017, there have been</p> <ul style="list-style-type: none"> - 15 workshops with (94) participants, - 4 presentations with (34) participants, <p>and many one-on-one consultations. Valerie East also supports the development of new online courses by providing guidance and support to the SMEs (subject matter experts) in the development of accessible course materials.</p>	Ongoing
<p>Upon request, closed captioning can now be added to video content created within the college’s Enterprise Video Management solution, Panopto.</p>	September, 2016
<p>Currently HR offers a compulsory orientation module on Universal Design for Learning (UDL) for all new full time faculty. Plans for revising the module is ongoing.</p>	Ongoing

Category: Communication

Activity	Date Completed
AODA Integrated Accessibility Standards Regulation (IASR) Training and Training on the Human Rights Code (OHRC) module sign-up and reminder e-mails were sent to all employees.	May, 2016
Accessible Education Materials and Textbook Policy was posted on the intranet and disseminated to the appropriate stakeholders.	June, 2016
Design of Public Spaces Standard came into force January 1, 2016 for public sector organizations. All Facility staff were required to complete the Design of Public Spaces training by June, 2016 offered through HRdownloads.	June, 2016
Part-time Term Lab Assistant position was created specifically for a graduate of the Community Integration through Cooperative Education (CICE) Certificate Program. This program is a two-year certificate program designed for adults with developmental disabilities, intellectual disabilities, acquired brain injury or other significant learning challenges who wish to further their education/vocational training in a community college setting. This was an exciting venture for the College and a successful candidate was hired into the position on September 26, 2016.	September, 2016
AODA presentation was delivered by Valerie East at the Management Essentials Workshop to provide managers with helpful tips for creating accessible documents.	November 30, 2016
AODA presentation was delivered by Lara Davis at the Management Essentials Workshop to provide new managers with an overview of AODA legislation and of the organization's policies and procedures.	November 30, 2016
St. Lawrence College joined the College sector by celebrating 50 years as a system in Ontario in 2017. Staff was asked to consider adopting a standard AODA footer at the bottom of their e-mails when the new 50 th college logo was distributed. The verbiage is as follows: "St. Lawrence College is committed to making our	December, 2016

resources usable by all people, whatever their abilities or disabilities. This information will be made available in alternative format upon request.”	
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Barriers to be addressed in the future (April 1, 2017 – March 31, 2018)

Hello Future Project:

The Hello Future project is a four stage project that aims to increase space available for students, upgrade existing facilities, and expand the facilities available. As part of the project, The Centre for Education, Behavioural Research and Intervention in the Community (CEBRIC) will be moving to a redeveloped location in downtown Kingston. Modernized health sciences simulation labs will be put in place to assist the large portion of St. Lawrence students who are studying health and health-related programs.

The New Student Life and Innovation Centre will aim to provide the school with a number of facilities, including more study and meeting space, increased wellness opportunities for all students, staff, faculty and the surrounding community, and a centralization of student services to simplify student support. The gymnasium will have retractable bleachers and modifications will be made to the lower level so that a wheelchair may be placed in the lower row, while their companion seat is a regular seat. Accessible drop-off and parking will be available and other elements of the building will incorporate accessibility.

Renovation of the health care labs began October 2016 and were completed in January 2017. Construction for the new Student Life and Innovation Centre is set to begin April 2017, with a tentative completion date in spring 2018.

St. Lawrence’s AODA Oversight Committee will continue to be actively involved in the project in order to ensure all accessibility considerations receive the proper attention.

Capital Projects

A number of capital projects are currently planned and/or underway which are addressing areas identified as needing improvement in relation to reducing barriers and improving accessibility for staff, students and customers including:

- Improvement in access routes/aisles in the Libraries at all three campuses (2017 completion) and adding accessible tables, study stations, service counters/check outs, and book stacks. Wall and floor colour transition contrasts will be incorporated to assist persons with visual impairments.
- Removing congested areas in servery area of cafeterias in Brockville and Cornwall and adding accessible tables in the dining areas. (2017)
- Improving barrier free sinks in public washrooms in residences and lowering dispensers to meet OBC accessibility requirements/heights. (2017, Kingston). Existing door number plaques on 4 floors of residences (approximately 100 units) are being replaced with new signage which includes braille.

- Replacing the controls in the elevators in Brockville and Cornwall to meet Ontario Building Code and CSA B355, Lifts for Persons with Physical Disabilities (2017 and 2018).
- Refurnishing computer room (#11290, Kingston Campus) to include accessible workstations and aisles.

Legislation:

The College is committed to continuing to meet the forthcoming AODA, IASR obligations.

Accessible website and Web content:

Efforts will be made to ensure the College's websites and web content continue to be accessible to all users, meeting the WCAG Level A requirements.

Accessibility and AODA Committee for Colleges:

The AODA Officer has maintained active membership on the Accessibility and AODA Committee for Colleges. This is a provincial group that includes representatives from various Ontario Colleges. It meets regularly to discuss accessibility at our colleges and works collaboratively on various compliance issues.

Accessible Documents:

The CCTL Project Specialist will continue to provide training on creating accessible documents. Upon request, the College will consult with employees who request accessible formats or communication supports, or other workplace accommodations.

Performance Management:

In administering the College's Performance Management processes, the College will continue to take into account the accessibility needs and individual accommodation plans of employees with disabilities throughout the process. In addition the accessibility needs of employees with disabilities are considered when the College is providing career development, advancement and redeployment to employees.

Recruitment and Selection Process:

The College recruitment process continues to adapt to accessibility needs through all stages of the hiring. Candidates being invited for interviews are asked if they require any accommodation for any component of their hiring assessment.

Universal Design for Learning (UDL):

CCTL is promoting UDL practice in course design and course delivery by integrating UDL modules in the New Faculty PD program. There are plans to increase awareness for faculty on an ongoing basis.

Closing Summary

In accordance with the Accessibility for Ontarians with Disabilities Act, St. Lawrence College has prepared this Annual Accessibility Report.

Approved by: The AODA Oversight Committee on September 25, 2017
St. Lawrence College