

Fleming College Multiyear Accessibility Action Plan 2015 - 2018

Part I: General Standards 3 and 4

AODA Standards / Regulation Reference O. Reg.191/11, s. 3	Accessibility Policies Administrative Responsibility: Sonia Crook, Kristi Kerford				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPIONS	DUE DATE
Establish accessibility policies.	The Fleming Accessibility for Persons With Disabilities Policy is revised to meet the Built Environment Standard.	Revise Policy 3-341 and related policies (Policy 7-701, etc.) to ensure they comply with the latest Standards.	One	Nick Duley & Audrey Healey	January 2016
AODA Standards / Regulation Reference O. Reg.191/11, s. 4	I: Multi-year Accessibility Plans Administrative Responsibility: Sonia Crook				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPIONS	DUE DATE
Establish multi-year accessibility plan.	A three year accessibility plan is approved by the Executive Leaders Team.	<ol style="list-style-type: none"> Finalize the 2015-18 action plan in consultation with key stakeholders, and present to ELT for approval. Review the plan on an annual basis, complete a status report, and post it to the web, portal and campus staff rooms. Revise the committee structure and update the Terms of Reference for the Accessibility Steering Committee and working groups. 	One Annually One	Nick Duley	October 2015 Annual planning cycle October 2015
Submit annual AODA status report.	An annual report is made to the Ministry of Economic Development.	Complete the bi-annual online status reports by the end of each calendar year, or as required by the Ministry.	One, Three	Nick Duley	December 2015

Part I: General Standards 5, 6, and 7

AODA Standards / Regulation Reference		Procuring or Acquiring Goods, Services or Facilities			
O. Reg.191/11, s. 5		Administrative Responsibility: Brian Baker, Sonia Crook			
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Incorporate accessibility criteria and features into purchasing policies and processes, and provide explanation if impracticable.	Ensure employee knowledge of manager accountability for applying accessible procurement guidelines.	<ol style="list-style-type: none"> 1. Communicate regularly with all employees about accessible procurement guidelines and the availability of online resources. Address accessible procurement in Requestor training. 2. Notify managers of their responsibility to ensure employees apply guidelines in all department purchases. 	Annually	Linda Humphries Nick Duley	January
AODA Standards / Regulation Reference		Self-service Kiosks			
O. Reg.191/11, s. 6		Administrative Responsibility: Brian Baker			
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Incorporate accessibility features in all self-serve kiosks.	All self-service kiosks on all campuses will be accessible.	Ensure Master Plan redevelopments consider interior and exterior kiosk accessibility.	Annually	Terry Williams	
AODA Standards / Regulation Reference		Training			
O. Reg.191/11, s. 7(1)		Administrative Responsibility: Sonia Crook/Judith Limkilde			
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Provide training on accessibility standards and Human Rights Code.	All employees will complete mandatory training.	<ol style="list-style-type: none"> 1. Inform and support all new employees, including student workers, in completing the Accessible Customer Service and IASR modules upon hire and report bi-annually to the Accessibility Steering Committee on tracking results. 2. Support all new faculty members, including contract faculty, 	Annually	Nick Duley	January & May

AODA Standards / Regulation Reference O. Reg.191/11, s. 6	Self-service Kiosks Administrative Responsibility: Brian Baker				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
		in completing the UDL for Teaching and Learning module. Encourage Chairs to put reminders on school meeting agendas.		Judith Limkilde & Teaching and Learning Specialist	

Part II: Information and Communication Standards 11 and 12

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	Feedback Processes Administrative Responsibility: Kristi Kerford				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Ensure feedback processes are accessible.	Online feedback mechanisms allow students, employees and the public to offer timely feedback on accessibility issues.	<ol style="list-style-type: none"> 1. Check the Accessible Education Services and the external Accessibility page annually for functionality of online feedback mechanisms. Compile feedback for review by the Accessibility Steering Committee at the Spring planning meeting. 2. Hold 2 annual Accessibility Advisory Committee meetings, open to all employees, students, and community stakeholders, and gather feedback on their accessibility concerns. Share feedback with the Accessibility Steering Committee. 	Annually	Red Keating & Nick Duley Ian Guest	August Every Fall and Winter semester
AODA Standards / Regulation Reference O. Reg.191/11, s. 12	Accessible Formats and Communication Supports Administrative Responsibility: Roger Fitch, Kristi Kerford				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Provide accessible formats and communication supports.	All areas of the college provide accessible formats and communication supports in a timely manner, at no additional cost.	Accessible Education Services will continue to support students with disabilities in accessing accessible formats and communication supports, in addition to the ongoing work of the AODA Academic Working Group and the Accessible Records Working Group in transforming college communication practices.	Ongoing	Red Keating	
Consult with person requesting.	Fleming offers an individualized response to all requests.	Inform all employees of the range of formats and supports available to students with disabilities and how to provide them in consultation with the student (see s. 15.2 on accessible records).	Year 1	Red Keating	September & May
Notify public of availability.	All departments provide online and physical customer service notifications of availability.	<ol style="list-style-type: none"> 1. Inform all students of the range of formats and supports available to students with disabilities and how to request them. Post a notice on the Accessible Education Services website. 2. Add a link in the footer of the myCampus portal to bring 	Year 1 & ongoing	Red Keating George	September, January, May

		students to the Accessibility Policy and Procedure.		MacDougall	Fall 2015
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Part II: Information and Communication Standards 13 and 14

AODA Standards / Regulation Reference O. Reg.191/11, s. 13	Emergency Procedure Plans and Public Safety Information Administrative Responsibility: Brian Baker, Sonia Crook				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Make emergency procedure and public safety information accessible upon request.	Post a conversion-ready emergency plan and procedures on the web site and notify all students and employees of their existence.	<ol style="list-style-type: none"> 1. Review College-wide emergency procedures annually and address any gaps (including <i>Community Living</i>). 2. Communicate with employees and students about requesting supports in case of an emergency. 3. Review individual employee emergency plans annually. 	Annually	John Gallen Nick Duley HR consultants	August September, January, May October

AODA Standards / Regulation Reference O. Reg.191/11, s. 14	Accessible Web Sites and Web Content Administrative Responsibility: Drew Van Parys, Roger Fitch				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DATE DUE
Ensure websites and web content conform to guidelines. New websites and web content conform to Level A.	New external web site conforms to WCAG 2.0 level A.	<ol style="list-style-type: none"> Marketing will utilize <i>Site Improve</i> to regularly assess, track and improve site compliance with WCAG 2.0 Level A standards, and will keep records of all site improvements and report annually on the results to the Accessibility Steering Committee. The new website planned for Fall 2015 will meet WCAG 2.0 Level A compliance when launched, and ongoing development of the site will ensure Level AA compliance by 2020. 	Annually	Scott Ramsay & Derek Traynor	May
	myCampus portal conforms to WCAG 2.0 level A	<ol style="list-style-type: none"> IT will utilize <i>Site Improve</i> and a WCAG checker to regularly assess and improve site compliance and ensure the infrastructure is AODA compliant. As new features are added to myCampus, ITS will ensure they are WCAG 2.0 Level A compliant and report annually on the results to the Accessibility Steering Committee. 	Annually	Julien Feyen	May

Part II: Information and Communication Standards 14 continued

AODA Standards / Regulation Reference O. Reg.191/11, s. 14	Accessible Web Sites and Web Content Administrative Responsibility: Drew Van Parys, Roger Fitch				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DATE DUE
Ensure websites and web content conform to guidelines. New websites and web content conform to Level A.	Content on both the external and department websites conforms to WCAG 2.0 level A	<ol style="list-style-type: none"> 1. Both Marketing and ITS will identify the 130+ individuals or departments that contribute online content, so that the college can provide training and support for the purposes of producing accessible documents and web material. 2. Marketing and ITS will prepare a policy / procedural statement requiring online material to be submitted in an accessible format. 3. Marketing and ITS will identify external websites serving College departments and will work with the leads for those departments to ensure that they are compliant. 	Year One & Two	Scott Ramsay & Julien Feyen ELT to identify an executive champion	December 2015

Part II: Information and Communication Standard 15

AODA Standards / Regulation Reference O. Reg.191/11, s. 15	Educational & Training Resources and Materials Administrative Responsibility: Laurel Schollen and Kristi Kerford				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
15.1 Provide accessible or conversion-ready electronic format of educational or training resources / material as needed.	All Fleming programs provide educational and training resources and materials in a format that takes into account the accessibility needs of the person with a disability.	<ol style="list-style-type: none"> Expand the AODA Academic Working Group with more faculty representation and continue strategic planning work, implementing the Academic Plan as it addresses accessibility. Engage the Academic Leaders Team, Chairs, and the Academic Council in directing accessibility objectives within the academic area. Link accessibility objectives to the work of the Academic Technology Committee, as well as Learning Design and Support Team (LDS) (curriculum development) and Quality Assurance (program and curriculum review). Develop Year Two and Three objectives based on consultation with these bodies. Engage an external agency to provide advanced training to Teaching and Learning Specialists, AES staff, and Academic Chairs, in accessible educational materials and technology, so that they are better able to support faculty and audit materials. In implementing the Academic Plan and offering training, emphasize the best practices of posting accessible lecture notes on D2L and sourcing accessible texts (e-texts). Implement a policy in Year Two to manage compliance. Develop a phased plan to address the issue of e-text / accessible text usage at Fleming, via the Academic Technology Committee. In the interim, add accessibility considerations to the Follett Bookstore book ordering forms to remind faculty of their responsibility to identify accessible books. Also target the use of more app-based technology through AES. Gather data on the use of multimedia and the needs of students with disabilities. Use the data to create a closed captioning policy addressing use of multimedia in the classroom. 	<p>Year One, Two & Three</p> <p>Year One</p> <p>Year One</p> <p>Year Two & Three</p> <p>Years One, Two, and Three</p> <p>Year One</p>	<p>Judith Limkilde</p> <p>Judith Limkilde & Trudy Heffernan</p> <p>Red Keating & Teaching and Learning Specialist</p> <p>Judith Limkilde & LDS team</p> <p>Judith Limkilde Follett Bookstore, & Red Keating</p> <p>Red Keating, Academic Chairs</p>	<p>December 2015</p> <p>Ongoing</p> <p>Spring 2016</p> <p>Fall 2015</p> <p>Spring 2016</p> <p>Spring 2016</p>

AODA Standards / Regulation Reference O. Reg.191/11, s. 15	Educational & Training Resources and Materials Administrative Responsibility: Laurel Schollen and Kristi Kerford				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
		7. Clarify the procedure for delivering accommodations for students in Ontario Learn online courses and ensure all counsellors and faculty are aware.	Year One	Audrey Healy & Chris Reher	Spring 2016

Part II: Information and Communication Standard 15 continued

AODA Standards / Regulation Reference O. Reg.191/11, s. 15	Educational & Training Resources and Materials Administrative Responsibility: Laurel Schollen, Kristi Kerford, Roger Fitch				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
15.2 Provide program information and student records in accessible format.	All student records and information on program requirements, schedules and descriptions are available in an accessible format upon request.	<ol style="list-style-type: none"> 1. The Accessible Records Committee will continue its process of auditing document production in various Departments and reporting on the status of this objective to the Accessibility Steering Committee. 2. Develop an accessible document guideline/standard for Departments identifying how to create accessible documents and establish Department procedures for their provision. Create templates and cheat sheets for commonly used documents. 3. Offer employees training, using the Learning Design and Support (LDS) module and/or external providers. 4. Carry out a survey to gather information on how students request accessible formats of Fleming records and to evaluate progress, and use the data to refine our guidelines and training program for employees. 5. IT will support Accessible Education Services (AES) and other 	<p>Ongoing</p> <p>Year One</p> <p>Year One & Two</p> <p>Year Two & Three</p>	<p>George MacDougall, Shelley Rowan, & Ian Guest</p> <p>Red Keating, Ian Guest, Judith Limkilde & LDS team</p> <p>Shelley Mantik, Teaching and Learning Specialist & Ian Guest</p> <p>Ian Guest</p>	<p>May</p> <p>January 2015</p> <p>Winter/Spring 2016</p> <p>Winter/Spring 2016</p>

AODA Standards / Regulation Reference O. Reg.191/11, s. 15	Educational & Training Resources and Materials Administrative Responsibility: Laurel Schollen, Kristi Kerford, Roger Fitch				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
		<p>departments in creating fillable online forms to replace paper forms, in particular the AES Intake Form.</p> <p>6. Carry out the pilot on-line testing accommodation request module from Clockwork in the Winter 2016 semester for possible implementation in Summer 2016.</p>	<p>Ongoing</p> <p>Year One</p>	<p>George MacDougall</p> <p>Red Keating</p>	<p>August 2016</p> <p>Winter 2016</p>

AODA Standards / Regulation Reference O. Reg.191/11, s. 16	Training to Educators Administrative Responsibility: Laurel Schollen, Sonia Crook				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
		Duplicating and implement.	Three	Knight	Ongoing

Part II: Information and Communication Standard 18

AODA Standards / Regulation Reference o. Reg.191/11, s. 18	Libraries Administrative Responsibility: Kristi Kerford				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Provide accessible or conversion ready print-based resources on request.	All campus libraries must provide or acquire an accessible or conversion-ready format of print (2015), digital or multimedia resources or materials (2020) upon request.	<ol style="list-style-type: none"> 1. Upon request, Fleming Libraries will continue to source accessible versions of print resources through the ACE Database, and by working with Internet Archives where student requests are not part of ACE's existing database. 2. Fleming will also continue to participate in the Heads of Libraries and Learning Resources network and implement their AODA recommendations to Ontario College libraries regarding digital and multimedia resources. 	Ongoing Ongoing	David Luinstra	Ongoing

Part III: Built Environment Standard 80: Design of Public Spaces

AODA Standards/ Reg. 413/12 s. 80	Design of Public Spaces Administrative Responsibility: Brian Baker				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Provide accessible public spaces.	<p>Newly constructed (contracted on or before December 31, 2012) outdoor public spaces and all services areas will meet all requirements, including;</p> <ul style="list-style-type: none"> • Recreational trails • Public use eating areas • Outdoor play spaces • Exterior paths • Accessible parking • Obtaining services • Maintenance 	<ol style="list-style-type: none"> 1) Implement exterior lighting improvements to ensure increased visibility. 2) Implement phase one of (exterior) locks and closures improvements within the college. Establish a priority list of AODA non-compliance and develop an action plan and cost for updating. 3) Increasing front edge stair demarcation, on both internal and external stairs, phase one. 4) Implement new, wider, 38” doors in renovated spaces, as applicable. 5) Improve exterior trail system as per grant approval, improving accessibility. 6) Install barrier free access to bus shelters on campus. 7) Re-work accessible parking spots to better serve the needs of users. 	Year One and Two	Terry Williams	Compliance Deadline: August 2016

Part III: Built Environment Standard 40: Design of Public Spaces – 2015 Ontario Building Code

AODA Standards/ Regulation Reference O. Reg.191/11, s. 40	Design of Public Spaces Administrative Responsibility: Brian Baker				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Address requirements of the updated 2015 Ontario Building Code.	<p>All new requirements are met, including:</p> <ul style="list-style-type: none"> • Visual fire alarms in all public corridors of multi-unit residential buildings • Smoke alarms in all buildings to include a visual component • Elevators or other barrier-free access to be provided between storeys in most buildings • Power door operators provided at entrances to a wider range of buildings, and at entrances to barrier-free washrooms and common rooms in multi-unit residential buildings • Updated requirements for barrier-free washrooms and universal washrooms • Requirements for barrier-free access to public pools and spas • Updated requirements for 	Establish a Built Environment Working Group to gather input from different areas on implementing the Design of Public Spaces and 2015 Ontario Building Code.	One	Terry Williams	December 2015

AODA Standards/ Regulation Reference O. Reg.191/11, s. 40	Design of Public Spaces Administrative Responsibility: Brian Baker				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
	accessible and adaptable seating spaces in public assembly buildings				