



2019-2020

ACCESSIBILITY PLAN UPDATE



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Years applicable: January 2019 - December 2020

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Message from the **ACCESSIBILITY COMMITTEE**

We the members of the Accessibility team at Assiniboine Community College present our Accessibility plan update for 2019 and 2020. Based upon The Accessibility for Manitobans Act (AMA), Assiniboine Community College is responsible for:

- Identifying, preventing and removing barriers
- Assessing our Policies, Programs and Services
- Continuous improvement across the college

To update this plan, we solicited feedback from staff, students and the community. These stakeholders provided us with critical priorities for focus, specifically the reduction of physical barriers at all our campuses. Through this process, we identified new opportunities to make our Assiniboine Community College campuses even more accessible, especially in the context of staff development. We will ensure this plan meets, and where practicable exceeds the requirements of The Accessibility for Manitobans Act (AMA) while ensuring fiscal accountability. We look forward to implementing the strategic goals outlined in our plan.



Statement of Commitment

Assiniboine Community College remains dedicated to providing an educational environment that is accessible, inclusive and equitable for all students, staff and the communities we serve.

We recognize that our vision of exceptional learning experiences will only be strengthened through the commitment to honour the obligations required under The Accessibility for Manitobans Act.

Together, we move forward towards our goal of barrier-free environments that ultimately support our mission of transforming lives through applied education and research.

Mark Frison
President



PROGRESS

In our Accessibility Plan, we identified barriers and identified actions to address them.

This section provides an overview of our progress to date and our achievements.

1. Establishment of an accessibility committee

We have established an Accessibility Committee that is chaired by the Student Accessibility Coordinator. Members include administrative staff, instructors, faculty, senior leadership, student services, facilities, and the Students' Association. The committee meets on a quarterly basis. The chair of the committee presents bi-annual reports to the Senior Leadership Team.

Going forward: We will continue to update the college community on the plan and actions of the Accessibility Committee and engage them in the implementation of the plan.

Lead: Chair of the Accessibility Committee

Timeline: ongoing, with progress reported at quarterly committee meetings



2. Ongoing employee education

Assiniboine Community College developed a training plan describing our process to fulfil elements of our accessibility survey. We are committed to educating employees, and providing resources on accessibility standards including the use of the Accessibility Style Guide and the creation of accessible documents. We will accomplish this by providing ongoing employee education. For example, in collaboration with the Post-Secondary Institution Network, we have developed a Customer Service Training online course available to all staff and students in our Learning Management System. As outlined in the Accessibility for Manitobans Act, we have made this training mandatory.

Going forward: Our Faculty Development Coach, Student Accessibility Coordinator, Learning Strategist, and Educational Technology Specialist will provide leadership on Universal Design for Learning. Their goal is to support staff and faculty in creating a more inclusive teaching and learning environment. This team

will facilitate the application of The Accessibility for Manitobans Act in a post-secondary context, helping Assiniboine Community College develop a deep understanding of what it means to provide accessible customer service as college employees. We will continue the development of training plans for Employment, Information and Communication, Transportation, and the Built Environment as the standards are released.

Lead: Learning Commons and Human Resources will work collaboratively to develop an employee education plan for 2019 and 2020. This plan will embed accessibility into existing staff development opportunities (such as our Staff Gathering events and Manager's Toolkit training), as well as new sessions dedicated to accessibility.

Timeline: The development of the training plan will begin with resources in early 2019. New training offerings begin in March 2019 while existing Customer Service courses will continue to be available



3. College information and communications

Informed by our Customer Service policy, we have developed a dedicated page on the college website for information on the Accessibility Plan. We have also provided training and resources for accessible event planning.

Going forward: Assiniboine Community College students, faculty and staff will be required to participate in training regarding Accessibility Standards across the college. Training will include, but not be limited to, the college's

legal responsibilities to provide student accommodations and assistive supports and will be facilitated in a multitude of ways including being embedded in student orientation, presented during lunch and learns, and taught in courses in our Learning Management System Moodle (currently under development).

Lead: Learning Commons

Timeline: ongoing

4. Identification of systemic barriers

We began with a review of the survey that was completed by staff and students regarding barriers at Assiniboine Community College. This survey led us to focus on educational initiatives. We subsequently identified opportunities and developed support materials to educate employees and students about accommodation and accessibility at Assiniboine Community College. For example, the roles of the Student Accessibility Coordinator, Student Success Advisor and the Learning Curve team were explained during student orientation and staff onboarding.

As a team, we will evaluate new software and technology and pilot them with students and staff, and we will continue to offer assistive technologies such as Read and Write Gold to all staff and students. Additionally, the college website and publications are currently updated to include an active offer for alternate formats. All Assiniboine Community College marketing materials were reviewed to ensure they were representative of individuals with disabilities.

Going forward: We are in the process of creating an Orientation to College course to

further clarify roles and encourage collaboration between college divisions. This course will reduce barriers for students, make clear Assiniboine Community College's commitment to accessibility, and increase student understanding of accessibility. We are creating a new Faculty Handbook that accounts for some of the most common accommodations present in a post-secondary classroom and presents strategies for effective instruction of students with a variety of learning and disability-related needs. This handbook will also help faculty apply the Accessibility for Manitobans Act and accessible customer service to the teaching and learning context. We are reviewing college policies and procedures to identify gaps or revisions. We will continue to be committed to including an active offer for Accessibility and Disability Services at all college events.

Lead: Accessibility Committee and Accessibility and Disability Services

Timeline: The Orientation to College course and Faculty Handbook will be implemented in September of 2019.

5. Access and improvement of college infrastructure

We have completed an internal assessment that included doors, meeting spaces, offices, washroom and any other barriers to participation. This assessment informed the creation of an Accessibility Campus Map and the identification of barriers on campus.

We have acted on the following projects identified in partnership with the Society of Manitobans with Disabilities, specifically:

- A.** A complete renovation of the North and South main entrances of Victoria Avenue East Campus to prepare for new concrete walks and ramps into the building
- B.** The installation of evacuation chairs in strategically placed stairways at the Victoria Avenue East and North Hill campuses. These chairs are designed to assist people with reduced mobility to safely and quickly egress a multi-story building in the event of an emergency evacuation
- C.** An assessment of all publically available desks across the college and the installation of new desks in the Registrar's office

and reception areas at Victoria Avenue East campuses. These desks will facilitate barrier-free points of access. Some of the installations are complete, and the balance will be completed at our North Hill, Parkland and Winnipeg campuses shortly.

- D.** The installation of fourteen (14) automatic door openers at the Victoria Avenue East and North Hill campuses. These openers will be installed in the areas receiving new desks or components to facilitate a barrier-free environment for students and staff.

Going Forward: We will continue to amend facilities based upon the assessment of doors, meeting spaces, offices, washrooms and any other barriers to participation across all campuses, beginning with the North Hill and Victoria Avenue campuses.

Lead: Facilities (campus projects)

Timeline: Ongoing, with reports provided to the Accessibility Committee at quarterly meetings



6. Quality assurance

The Assiniboine Community College Accessibility Committee has created Terms of Reference and defined quality assurance actions and roles.

Going forward: We will continue to support accessibility at Assiniboine Community College by developing and communicating the Accessibility Plan over multiple years.

Staff development, soliciting feedback from internal and external stakeholders, identifying resources, and periodically preparing progress reports are some of the ways we will accomplish this.

Lead: Accessibility Committee

Timeline: Ongoing



This document is available in alternate formats upon request.
Please contact accessibility@assiniboine.net or 204.725.8700 (ext. 6052).