St. Lawrence College

Accessibility Annual Report

April 1, 2015 – March 31, 2016

Submitted by:

AODA Oversight Committee

Table of Contents

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, 2015 to March 31, 2016. The report describes the measures that St. Lawrence College has taken in 2015/2016 and measures St. Lawrence College intends to take in 2016/2017 to identify, and addresses barriers for people with disabilities who access and/or utilize our facilities and services. For a more indepth 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

St. Lawrence College affirms the rights of students with disabilities to have access to equal educational opportunities and provides appropriate academic accommodations to qualified students with disabilities; as well as a variety of learning strategies, adaptive technology, and other supports as indicated. Counselling and Accessibility Services facilitates the provision and implementation of these supports to students with functional impairments owing to a variety of physical, mental health, and/or learning disabilities as defined by the Accessibility for Ontarians with Disabilities Act (2005) and the Ontario Human Rights Code (1990), that has been or may be diagnosed by a Regulated Health Professional.

Students are encouraged to self-identify with Counselling and Accessibility Services as soon as possible, in order to plan accommodations that will provide opportunities for them to fully participate in their studies while at St. Lawrence College.

Counselling and Accessibility Services are available on all 3 Campuses (Brockville, Cornwall and Kingston)

Phone:
Brockville Campus: 613-345-0660 ext. 3154
Cornwall Campus: 613-933-6080 ext. 2709
Kingston Campus: 613-544-5400 ext. 1593

E-mail: caas@sl.on.ca
Website: [Accessibility Services](#)

<u>Centre for Contemporary Teaching and Learning (CCTL) Adaptive Technologist/Program Assistant</u>

The CCTL Adaptive Technologist/Program Assistant provided 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: MS Word & Fillable PDF forms

Presentations
- Accessibility Overview with Demonstration of Accessible Document Creation

Online Materials & Tech Tools
- Redeveloped SLC Website Materials
- Provided links to institution with Open (Commons) Accessibility Resources (i.e. CTU, Penn State)
- MovieCaptioner (for adding closed captions to videos)

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)
- Completed overhaul of the www.learningatthecentre.com website and created an online Faculty Guide including resources for Accessibility.

Achievements Completed (April 1, 2015 – March 31, 2016)

Category: Physical

Activity	Date Completed
Gender Neutral Washroom was installed at the Brockville Campus.	September, 2015
Lockers were installed in the upper level at the Cornwall campus.	September, 2015
An accessible crosswalk was installed at the Cornwall campus located at the main Moulinette entrance. In the past, access was limited to persons travelling from the accessible parking to the main entrance because of a concrete curb that acted as a barrier. The whole curbing was removed and repoured for a smooth transition from the accessible parking onto the crosswalk.	December, 2015

Category: Practice

Activity	Date Completed
AODA sub-committees and working groups were disbanded and the AODA Oversight committee will continue to expedite discussions and processes and act as an overseeing body. The Working Groups which were disbanded are as follows: Procurement, Self-Service Kiosk, Training, Recruitment, Emergency Response, Accommodation/RTW, and Performance Management/Career Development/Redeployment.	September, 2015
The AODA Oversight Committee continues to hold bi-monthly meetings.	Ongoing
Multi-Year Accessibility Plan was finalized.	December, 2015
New staff completed AODA training.	Ongoing
Accessible Education Materials and Textbook Policy was drafted and approved by CET.	April 15, 2015
Return to work and Accommodation Policy was revised.	December, 2015
Accommodation template has been created to log all required accommodation requests brought forward to the AODA Oversight Committee.	October, 2015

Category: Technical

Activity	Date Completed
The Program Assistant/AODA Adaptive Technologist in the Centre for Contemporary	Ongoing

Teaching and Learning for the 2015/2016 year, 35% of her time has been dedicated to providing training and support to faculty and staff to advance their skills in creating accessible documents. From April 2015 to January 2016, there have been 30 workshops with 161 participants, 16 presentations with 171 participants and 90 one-on-one consultations.	

Category: Communication

Activity	Date Completed
The College's Multi-Year Accessibility Plan revised version was posted to the external website.	December, 2015
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

Barriers to be addressed in the future (April 1, 2016 – March 31, 2017)

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

The College is focused on ensuring that when making new or redeveloped public spaces accessible the projects adhere to the Design of Public Spaces Standard that came into force January 1, 2016 which pertain to the following:
 - Recreational trails and beach access routes
- Outdoor public use eating areas
 - Exterior paths of travel
- On and off street parking lots
 - Service counters, fixed queuing guides and waiting areas with fixed seating
 - Maintenance of public spaces

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.

The CCTL Adaptive Technologist/Program Assistant 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.

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.

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 September 19, 2016
St. Lawrence College