2013 – 2015 OCAD University Multi-Year Accessibility Plan

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Introduction

The Accessibility for Ontarians with Disabilities Act (AODA) 2005 sets out the roadmap to make Ontario accessible by 2025. These standards will increase access for persons with disabilities in the areas of customer service, information and communications, employment, transportation and the built environment. This act requires all Ontario universities to prepare and publish an institutional accessibility plan to improve opportunities for persons with disabilities through the identification, removal and prevention of barriers to their participation in the life of the province.
On January 2010, the Customer Service standard came into effect. In June 2011, the Integrated Accessibility Standard that includes employment, transportation and information and communications was released. The AODA Design of Public Spaces Standard was released in 2013. OCAD University has adopted the 2005 AODA roadmap in our 2013-2015 multi-year Accessibility Plan.

To meet OCAD University's obligations under this act, the university established an Accessibility Sub-committee, reporting to the Educational & Employment Equity Committee (EEEC), to identify priorities, develop accessibility plans, and monitor progress in order to meet the AODA standards. The annual accessibility plans, including progress updates, from 2003 to 2012 are available online and in alternative formats, upon request. We welcome and encourage participation, ideas and partnerships to create and support inclusive and accessible learning, teaching and working environments for all.

Commitment to Accessibility: OCADU is committed to achieving the following goals:

- The continual improvement of access to university premises, facilities, and services for students, employees and other members of the community with disabilities;
- The participation of persons with disabilities in the development and review of its annual access plans; and
- The provision of quality services to all students, staff, faculty and members of the community with disabilities.

Accessibility is one of the seven institutional goals identified by the Educational and Employment Equity Committee (EEEC) and is part of the University's Diversity Action Plan.

Mandate of the Accessibility Sub-Committee

1. Conduct inquiries regarding potential and actual barriers to persons with disabilities in all facilities, regulations, policies, programs, practices and services offered by OCAD University.
2. Identify facilities, regulations, policies, programs, practices and services that cause, or may cause, barriers to persons with disabilities.
3. Identify accessibility issues pertaining to the needs of students, employees and community members with disabilities as well as review and recommend policies, procedures and practices for proactive inclusion across campus.
4. Identify and prioritize barriers that will be removed or otherwise modified.
5. Create an annual and multiyear plan in line with the university's planning process. Post annual accessibility plans online as mandated under the AODA (2005).
6. Promote development of policies whereby issues of accessibility for persons with disabilities are implicitly as well as explicitly addressed in all university endeavours.
7. Develop a framework in the Accessibility sub-committee planning to effectively address and meet the requirements identified in the Accessibility for Ontarians with Disabilities Act (AODA, 2005) standards. This may include forming working groups or any other format that will be deemed effective.
8. Facilitate an annual consultative forum (e.g. survey, focus group, town hall) to share work completed to date with regards to the removal of barriers on campus and to solicit feedback on barriers to accessibility for persons with disabilities at OCAD U. This feedback will be analyzed by the Accessibility sub-committee and be incorporated into the annual and multi-year accessibility planning at OCAD University.
9. Meet at least twice every semester.

Review, Monitoring and Development Process

The Accessibility sub-committee has four working groups with representation of our OCAD U stakeholders (students, faculty and administrative staff), many who identify as persons with disabilities. Diversity & Equity Initiatives will oversee and guide the implementation in collaboration with the members of each working group.

Feedback Process

The Accessibility sub-committee welcomes feedback about the accessibility plans. Feedback may be provided to the Accessibility sub-committee Co-chairs in person, in writing, or by delivering an electronic text via email at

accessibility@ocad.ca. The University will make best efforts to provide a response in the same format in which the feedback was received.

Where possible, feedback will be addressed immediately. Some feedback may however, require more time to address and may need to be reviewed before an action is taken. The University will respond within 21 working days. Feedback may also be provided directly to the department concerned.

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OCAD University 13-15 Multi-Year Accessibility Plan

Customer Service Budget	**$6,500**
Information & Communication	**$23,000**
Employment	**$1,000**
Built Environment	**N/A**
TOTAL 2013-2015 Budget	**$30,500**

	Customer Service AODA Legislative Requirement: Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standards		
	2013/2014 Deliverables	**2013/14 Budget** *(beyond operating resources of participating departments)*	**2014/2015 Deliverables**
1.	Incorporate accessible event guidelines to procedures in Marketing & Communications, Development and Student Affairs (Look Inside). Add the following new resources, upon completion: • American Sign Language (ASL) guide; • Real time captioning guide; • Accommodation request form		
2.	Migrate & track AODA Customer Service training using CANVAS, for students, employees and volunteers.		Provide AODA Customer Service training to a pilot group of undergraduate and graduate students.
3.			Policy Development Framework: new/refreshed corporate directives and policies will embed accessibility criteria
4.			Coordinate departmental accessibility advocates

	Customer Service AODA Legislative Requirement: Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standards		
	2013/2014 Deliverables	**2013/14 Budget** *(beyond operating resources of participating departments)*	**2014/2015 Deliverables**
5.			Establish financial scholarship/accessibility fellowship for students with disabilities
6.	Develop Personalized Emergency Evacuation Procedure online form and tracking system & monitor the PEEP's Implementation		Monitor Personalized Emergency Evacuation Procedure (PEEPS) Implementation
7.	Advance the Accessibility website with AODA resources. Deliver an AODA education & information communications campaign.		
8.	Update Florence Handbook to include accommodation and accessibility information, and communicate this to exchange program students and faculty.		

Information & Communication		
2013/2014 Deliverables	**2013/14 Budget** *(beyond operating resources of participating departments)*	**2014/2015 Deliverables**

Information & Communication			
	2013/2014 Deliverables	**2013/14 Budget** *(beyond operating resources of participating departments)*	**2014/2015 Deliverables**
AODA Information and Communication Standard: Alternative Format Production			
1.	Prepare an operational plan to provide accessible formats		Post information online of alternative format production services
2.	Audit of campus-wide computer labs for assistive devices and software to determine existing resources and needs		Deployment of assistive technologies based on audit
3.			Review all feedback processes to receive and respond to all members and provide due process in alternative formats.
AODA Information and Communication Standard: Web Accessibility			
4.	Provide training & departmental consultation in creating accessible digital office documents.		
5.	Implement recommendations from IT/Library/ Marketing & Communications Audit to include training, proofing, edits, graphic design, accessible video and captioning procedure and formatting.		Continue implementation of recommendations from IT/Library Audit
6.	Complete an accessibility audit of self-serve kiosks.		
7.	Review existing ICT web policies to revise or develop web accessibility and closed captioning procedures.		
8.	Embed accessibility criteria to Style Guide		
AODA Information and Communication Standard: Accessibility training to educators			
9.	Continue to develop modules to provide educators with professional development on accessible teaching and learning using CANVAS as the tool of delivery (reporting to		1.Continue to provide educators with accessible teaching and learning modules

Information & Communication			
2013/2014 Deliverables		**2013/14 Budget** *(beyond operating resources of participating departments)*	**2014/2015 Deliverables**
	Teaching and Learning Committee Senate)		
10.	Develop accessible presentation module for CANVAS		
11.	Incorporate accessible teaching and learning practices to LibGuide faculty information page		
AODA Information and Communication Standard: Accessible Procurement Practices			
12.	Incorporate accessibility criteria and features in the purchasing policies & procedures manual to address third party consultation (Project Chroma), self-kiosks, and purchase of course readers and required course materials,		Ongoing review of accessible procurement practices and management training
13.	Develop training with management team on accessible procurement guidelines		Implement training to management team on accessible procurement practices.
14.	Incorporate statement on accessible procurement practices into Library Collection Development Policy		

Employment			
AODA Employment Standard: Accessible Hiring Practices			
	2013/2014 Deliverables	**2013/14 Budget** (*beyond operating resources of participating departments)*	**2014/2015 Deliverables**
1.	Provide training for management on AODA requirements and disability related accommodations in recruitment and performance reviews		
2.	Review aggregated employment equity workforce survey data on accommodation, to identify accommodation barriers and to provide deliverables and funding for 2014/2015		
AODA Employment Standard: Policy to Support Employees			
3.	Develop process for HR to prepare a Personal Emergency Evacuation plan (PEEP) for employees		
4.	Review performance plan documentation to ensure it is accessible. Update accessibility guidelines for performance review developmental plan and performance review process		
5.	Create/formalize a new-hire orientation that includes the accommodation policy for persons with disabilities, and the PEEP to be delivered to all new hires with sign off.		Survey recent hires to determine the effectiveness of the new hire orientation and AODA training modules
6.			Prepare and distribute a survey to obtain feedback on the

			effectiveness of the accommodation policy
AODA Employment Standard: Workplace Accommodation Plans			
7.	Develop a formalized process or plan document to assist employees with a disability to return to work; this can be for temporary and permanent accommodations.		
8.	Increase awareness of the OCAD U accommodation policy by creating an accommodation section under the Human Resources website to provide information and resources on accommodations and responsibilities of each party.		

Built Environment			
	2013/2014 Deliverables	**2013/14 Budget** *(beyond operating resources of participating departments)*	**2014/2015 Deliverables**
1.	Implement accessibility recommendations based on 2012-13 meeting room audit		
2.	Incorporate accessibility data, including an accessibility request feature to the Room Booking portal		
3.			Incorporate legislated AODA Built Environment standards into university wide construction and renovation procedures
4.	Contact the city and lobby for dedicated drop-off and pick-up areas at 100 and 51 McCaul and at 205 Richmond St W.		

Built Environment			
	2013/2014 Deliverables	**2013/14 Budget** *(beyond operating resources of participating departments)*	**2014/2015 Deliverables**
5.	Install 2 barrier-free door operators at 205 Richmond, level 7 washrooms		
6.	Create a template to solicit community support and references for upcoming Enabling Change Grant applications.		
7.	Implement Phase 2 Audit of Public Amenities and Common Spaces. (Audit includes physical, sensory, environmental, non-visible disabilities in criteria.)		
8.	Review Design of Public Spaces Standard to address AODA compliance & develop an implementation plan & budget		
9.	Rearrange panel buttons on the 205 Richmond Street Elevator to meet conventional accessibility standards.		