

UNIVERSITY OF WINDSOR PRESIDENT'S ACCESSIBILITY STEERING COMMITTEE

TERMS OF REFERENCE

The University of Windsor strives to create and foster an academic environment that is accessible and which respects the rights and dignity of the individual. All members of the University community are obligated to interact on the basis of mutual respect, and to promote an environment which illustrates our commitment to undertake reasonable efforts in providing dignity, independence, integration, and equality of opportunity.

1. Purpose

The purpose of the President's Accessibility Steering Committee (PASC) is to provide campus-wide leadership in the planning and approval of accessibility policies and programs. The Committee provides strategic leadership for accessibility throughout the University community.

PASC, in partnership with the accessibility standards committees and the Campus Accessibility Coordinating Committee, is also responsible for providing guidance with the University's compliance with the Ontarians with Disabilities Act, 2001 (ODA), and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and Regulations. The Committee will work to meet, and where possible, surpass the requirements of the legislation in order to identify and remove barriers for persons with disabilities and attain the goal of a fully-inclusive University.

PASC provides planning and direction for the elimination and removal of barriers identified in the Campus community. To this end, PASC:

- Helps to set the tone and enhances a positive organizational climate, in order to facilitate ongoing progressive change.
- Reviews the AODA Multi-Year Plan and the University of Windsor's Annual Accessibility Plan and approves the reports.
- Reviews and approves priorities as identified by the Campus Accessibility Coordinating Committee and the accessibility standards committees.
- Provides a means of communication. The composition of PASC is

intended to provide a means of disseminating information throughout various units and levels of the University.

2. Membership

The voting membership of the President's Accessibility Steering Committee shall consist of:

- i. President and Vice-Chancellor (Chairperson)
- ii. Vice-President, Planning & Administration (Vice-Chairperson, Administrative)
- iii. Associate Vice-President, Academic (Vice-Chairperson, Academic)
- iv. Executive Director of Student Affairs
- v. Chief Communications Officer
- vi. Chief Human Resources Officer
- vii. Director of the Office of Human Rights, Equity and Accessibility
- viii. Accessibility and Human Rights Manager (Resource Member)

Changes to the membership of PASC must be approved by the Committee.

3. Reporting

The Accessibility Standards Committees report to the Campus Accessibility Coordinating Committee (CACC). The Campus Accessibility Coordinating Committee reports to the President's Accessibility Steering Committee. The President's Accessibility Steering Committee is responsible to the University community and oversees communication to the Ministry of Community and Social Services, as required.

PASC will approve any changes to the Membership and to the Mandate of CACC. PASC will approve any changes to the Mandate of the standards based committees.

Recommendations that have budgetary implications should be directed to the appropriate University departments.

Changes to the Terms of Reference of PASC must be approved by the members of the Committee.

4. Meetings

The Committee shall meet quarterly, following the quarterly meeting of the Campus Accessibility Coordinating Committee. The Committee will meet during the following months:

- November
- February
- April
- June

5. Quorum

A quorum shall consist of the majority of the voting members of the Committee.

6. Minutes

The Office of Human Rights, Equity and Accessibility shall be responsible for ensuring a Secretary is present at each meeting to take minutes.

7. Agenda

Except in unusual circumstances, agenda items and supporting documentation should be forwarded to the Director of the Office of Human Rights, Equity and Accessibility. The Director has the responsibility for preparing the agenda and circulating it with all supporting documentation at least seven (7) calendar days prior to the meetings. The Director will normally review the draft agenda with the Chair, prior to distribution to committee members.

In addition to regular business, each meeting has a primary focus, as follows:

- November: review priorities (current year)
- February: progress updates
- April: draft reports and priorities (future years)
- June: final report and plan

8. Decision-Making of the Committee

Decisions and recommendations will be based on the consensus of the committee members. Meetings and decision-making will be conducted in accordance with Robert's Rules of Order.

9. Mandate Review

The mandate of the Committee shall be reviewed on an annual basis.



The University of Windsor Accessibility Reporting Structure

