



UNIVERSITY OF WINDSOR ACCESSIBILITY COORDINATING COMMITTEE

TERMS OF REFERENCE

The University of Windsor strives to create and foster an academic environment that is barrier-free, accessible and inclusive 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 equity in opportunity.

1. Purpose

The purpose of the Accessibility Coordinating Committee (ACC) is to ensure a coherent, coordinated approach to accessibility throughout the University community. The ACC will review, coordinate and prioritize the activities of the five accessibility standards committees, those committees being:

- Accessible Built Environment
- Accessible Employment and Customer Service
- Accessible Education, Training and Awareness, and
- Accessible Information and Communication

ACC provides the President's Committee on Diversity and Inclusion (PCDI) with input and recommendations for 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.

The ACC will work to identify and remove barriers for persons with disabilities, thereby fostering a positive organizational climate and facilitating ongoing progressive change.

The ACC:

- Reviews and provides feedback for the AODA Multi-Year Plan and the University Annual Accessibility Report
- Reviews and sets priorities including those identified by the standards committees
- Provides direction to the standards committees
- Provides recommendations to the President's Committee on Diversity and Inclusion (PCDI)

2. Membership

With the mandate of the Committee including the coordination and prioritization of the five accessibility standards committees, the voting membership of ACC shall be composed of the following:

- Director of the Office of Human Rights, Equity and Accessibility (Chairperson of ACC)
- Accessibility and Human Rights Manager (Vice-Chairperson of ACC)
- Chairperson of the Accessible Built Environment Standard Committee
- Chairperson of the Accessible Employment and Customer Service Standard Committee
- Chairperson of the Accessible Training, Education and Awareness Standard Committee
- Chairperson of the Accessible Information and Communication Standard Committee
- Up to three (3) student representatives
- Up to three (3) members-at-large

Changes to the membership of the Accessibility Coordinating Committee must be approved by the President's Committee on Diversity and Inclusivity.

3. Reporting

ACC reports to the President's Committee on Diversity and Inclusion. At each PCDI meeting, the Chairperson or designate of ACC, shall provide PCDI with a written or verbal report of the status of committee projects and policy development.

Recommendations that have budgetary implications should involve the appropriate University departments and offices.

Changes to the Terms of Reference of the Accessibility Coordinating Committee must be approved by the President's Committee on Diversity and Inclusion.

4. Meetings

The Committee shall meet quarterly, during the following months:

- October
- January
- March
- May

The quarterly meetings are to be scheduled to take place prior to the President's Committee on Diversity and Inclusion's quarterly meetings.

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 Recording 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 Accessibility and Human Rights Manager, who has the responsibility for preparing the agenda and circulating it with all supporting documentation no later than seven (7) calendar days prior to the meetings. The Manager will review the draft agenda with the Chair prior to distribution to committee members.

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. Changes to the Membership and Terms of Reference:

- a) Changes to the membership must be approved by PCDI.
- b) Changes to the mandate must be approved by PCDI.

10. Mandate Review

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



The University of Windsor Accessibility Reporting Structure

