

The University of Windsor

Accessible Postsecondary Education Committee

Terms of Reference

The University of Windsor strives to create and foster an academic environment that is accessible, equitable, diverse, and inclusive and which respects the rights and dignity of the individual. All members of the University community have a responsibility to interact on the basis of mutual respect, and to promote a positive environment in which to work and learn.

Purpose

The Accessible Postsecondary Education Committee (APEC) reviews the recommendations for a proposed accessibility education standard under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Recommendations are included in the Final Report 2022 of the Postsecondary Education Standards Development Committee and the Final Recommendations 2022 of the Education Technical Sub-Committee. The Committee will also provide strategic direction for implementation of recommendations. The University strives 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 community.

In working towards these goals the Committee will:

- a) Identify and explore the specific issues surrounding barriers experienced by people with a range of disabilities in the area of postsecondary education. These areas include, but are not limited to: general overarching barriers; attitudinal barriers; awareness and training; assessment, curriculum and instruction; digital learning technology; organizational barriers; social realms; transition to postsecondary; and financial barriers;
- b) Propose remedial action and/or implementation strategies so as to address barriers that can be avoided, reduced, or eliminated;

- c) Provide the Accessibility Coordinating Committee (ACC) with recommendations and priorities of proposed remedial action;
- d) Follow through on recommendations as applicable.

1. Membership

The Committee will normally include an appointee from the following:

- a) Chairperson(s) as confirmed by the Office of Human Rights, Equity and Accessibility (OHREA)
- b) Vice-Chairperson – Accessibility Manager, OHREA
- c) Representative from the Centre for Teaching and Learning
- d) Representative from IT Services
- e) Representative from Office of Open Learning
- f) Associate Vice-President of Office of Student Experience
- g) Representative from Student Accessibility Services
- h) Representative from Student Awards & Financial Aid
- i) Faculty Representative
- j) Student representative(s)
- k) Other expertise to be added as work progresses

2. Reporting

The Committee will report to the ACC and the Chair shall sit on the ACC. The Vice-Chair will work with the Chair to provide a verbal update of the Committee's work at each ACC meeting and provide written reports on an as-needed basis.

The Vice-Chair, with the assistance of the Chair will work to include achievements of the previous year and the goals for the future years in the University's Annual Accessibility Report and Multi-Year Plan.

3. Meetings

The Committee shall meet on a quarterly basis and at the call of the Chair. The Committee must meet two (2) weeks or more in advance of each ACC quarterly meeting.

5. Quorum

A quorum consists of a third (33%) of the membership.

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 Accessibility Manager. The Manager has the responsibility for preparing the agenda and circulating it with all supporting documentation no later than seven (7) calendar days prior to the quarterly meetings.

8. Decision Making of the Committee

Decisions and recommendations will be based on the consensus of the Committee. 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 the ACC.
- b) Changes to the mandate must be approved by the President's Committee on Diversity and Inclusion, (PCDI).

10. Mandate Review

The mandate of the Committee shall be reviewed on an annual basis or as needed and by consensus of the Committee.



The University of Windsor Accessibility Reporting Structure

