



University
of Windsor

The University of Windsor Accessible Information and Communications Committee

Terms of Reference

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

1. Purpose

The Accessible Information and Communication Committee (AICC) reviews the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and Standards and ensures the University's compliance with the portions of the legislation that relate to education, training and awareness. 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 areas of information and communications. These areas include, but are not limited to: web development, public affairs & communications and policy development;
- b) Propose remedial action;
- c) Provide the Accessibility Coordinating Committee (ACC) with recommendations and priorities of proposed remedial action;
- d) Follow through on recommendations as applicable;



- e) Identify and promote proactive means of ensuring the University's information and communication systems and standards are accessible.

2. Membership

The Committee will normally include an appointee from the following:

- a) Chairperson as confirmed by the Office of Human Rights, Equity and Accessibility
- b) Vice-Chairperson – Accessibility and Human Rights Manager
- c) Representative from Information Technology Services
- d) Representative from Public Affairs and Communications
- e) Representative from the Library
- f) Representative from Student Accessibility Services
- g) Student Representative(s), including students with disabilities
- h) Other persons as approved by the ACC

3. 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.

4. 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 and Human Rights 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.

The University of Windsor Accessibility Reporting Structure

