



AODA Advisory Committee Meeting Minutes

Thursday, November 29, 2018
EC Aurora Boardroom
9:00 AM – 11:00 AM



In Attendance:

Adams, Dawn	Khushal, Shelly	Smith, Jaqueline
Anirud, Anthony	Long, Gail	Smith, Patrick (CUPE 1196)
Beetlestone, Pamela	Luong, Stephanie	Starr, Rhonda
Bett, Karen	Lynn, Stephanie	Swaine, Wendy
Brusselers, Dale	Petri, Derek	Vellathottam, George
Burgis, Julie	Rodney, Shellyann	Viney, Carolyn
Estriga, Teresa	Sellers, John	Wieringa, Tina
Harrison, Gerald	Selvazzo, Robert	


Guest:

DeCosta, Nicole – LD&D
Halley, Amanda – LD&D
Lamont, Jay – ITS





Regrets:

Banerjee, Lopa; Baxter-Lyn, Nicole; Chan, Carol; Flynn, James; Johnson, Brenda; Logue, Susan; Loya, Mark; Nunes, Susie; Parker, Jackie; Richarz, Susan; Robbins, Tom; Rutledge, Steve; Willis, Dan

Minutes

Item	Discussion	Action Items
Welcome	Shelly welcomes the committee and provides overview of Agenda. Asks the committee to do brief roundtable introductions	
Land Acknowledgment	Shellyann Rodney	
Approval of Previous Minutes	Motion to approve minutes – Shellyann Rodney	All minutes are in draft format until approved by committee members.
Professional Learning	“I Am... But I am Not”	John Sellers
AODA Tracking of New Employee Process – update	<p>ITS, in consultation with HRCO, has developed an electronic self-declaration form for staff to confirm their completion of the required AODA training. While staff who complete the training online through Connect2Learn (C2L) will have their completion recorded in C2L, many staff do the training in a group setting meaning their completion is not recorded.</p> <p>Reporting to the Ministry on AODA compliance is based on the completion records in C2L, so we need to ensure that all staff completion records are available in C2L regardless of how they completed the training (online or in a group).</p> <p>Plan to send an email notification to all staff in the coming weeks, which will have instructions on how to complete the self-declaration form. This email notification will initially go out to all staff and will continue to be sent on a quarterly basis to any staff member who have not yet completed their declaration.</p> <p>Each quarter, we will also include any new staff to the Board in the email notification. ITS will then load the</p>	<p>Jay Lamont & Shelly Rodney</p> <p>AODA Compliance Declaration Workflow (see attached)</p>  <p>AODA Compliance Declaration Workflo</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • Shellyann to confirm with Jay where they will publish the self-declaration form (we were thinking on the HRCO BWW page). This will take ITS approx. 3-4 days to publish once we receive confirmation. • Shellyann & Jay to review and finalize the email notification contents. As per the suggestion today, they will look to include some wording around the fact that this is only a one-time declaration. • Shellyann/HRCO to confirm timelines to start sending the email notifications to staff. Likely no later than January to begin sending.

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	<p>completion records received from the self-declaration form into C2L so that all staff completion records are available to the HRCO to report to the Ministry.</p>	
<p>SiteImprove Update</p>	<p>SiteImprove Academy is a software that helps identify AODA issues, such as broken links on our public facing website. The software offers e-learning courses, presentations and quizzes that focuses on digital accessibility.</p> <p>A subcommittee has been formed from various departments to seek confirmation, feedback and assess whether this training software would provide value to the Board.</p> <p>The expectation of the subcommittee is to create a set of recommendations regarding:</p> <ul style="list-style-type: none"> a) The efficacy of the course material; and b) Informing our AODA strategy 	<p>Shellyann Rodney</p>
<p>AODA Training Modules</p>	<p>On the September 24, 2018 PA Day, staff were advised to complete AODA online training if they have not done so already. Support calls came in from users experiencing either an issue with launching the course “AODA Accessibility Standards for Customer Service” or it not granting a course completion status once viewed.</p> <p>The course requires Flash to run, which is out of date and can cause launching issues for some users, so it is being revamped to HTML5. Also, the way the course is currently designed causes completion issues, including:</p> <ul style="list-style-type: none"> - Users can skip the 3 assessment checkpoints and are therefore not granted completion. - On the conclusion slide, if the user exits the course before the slide is finished running, completion is affected. 	<p>Amanda Halley & Nicole DeCosta</p> <p>The course was reviewed and the decision was made to redesign it. This will be done using the authoring tool called Articulate RISE, which was used to revamp the annual Health & Safety compliance training.</p>

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	<ul style="list-style-type: none"> - When the course is launched, it has 2 course windows. If the user closes the window that is not playing the course, course report shows an incomplete status as the tracking connection from the closed window is lost. <p>Aside: The music that plays during Assessment 2 continues to play throughout the following sections on Board Policy 407.0, 407.1 and 407.2, so you cannot hear the speaker.</p>	
Subcommittee Self-Audit Reports	<ol style="list-style-type: none"> 1) YRDSB Accessibility Policy Review (Ad Hoc) 2) Barrier Buster 3) Planning Services – <i>no self-audit</i> 4) Student Services 5) Human Resources 6) Curriculum (Library) - <i>no self-audit</i> 7) Digital Media, Website Management & Learning Working Group <p>For those self-audits that were received, they are included as attachments here</p>	 <p>Barrier Busters - November 2018.pdf</p>  <p>Student Services - November 2018.pdf</p>  <p>HR (Customer Service Standard).dc</p>  <p>Digital Media, Website Mgmt and I</p>
News Items	<ol style="list-style-type: none"> 1) AODA Annual Report 2) Accessibility Officer position update 	
Next Meeting	<p>Future Meeting Dates:</p> <ul style="list-style-type: none"> • February 21, 2019 • April 18, 2019 	<p>February 21, 9-11am, EC Aurora Boardroom</p> <p>Shelly to send meeting invitation for Feb meeting</p>