

Fleming College Multi-Year Accessibility Plan 2012-15

In compliance with the Integrated Accessibility Standards Regulation, AODA

The following action plan deliverables and activities summarize how Fleming College will address the AODA Standards between September 2012 and August 2015. Each item identifies the specific regulation being addressed, the administrator responsible for the deliverable, the activity champions, as well as the due date for completion of the item. For information about the plan or a copy in an alternate format, please contact the Fleming Diversity Office at debharri@flemingc.on.ca.

Part I: General Standards – s.3, s.4

AODA Standards / Regulation Reference O. Reg.191/11, s. 3	I: Accessibility Policies Administrative Responsibility: Nick Duley Compliance Deadline: January 1st, 2013				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Establish accessibility policies.	The Accessibility for Persons With Disabilities Policy is revised to meet the IASR.	1) Review the existing accessibility policy. 2) Revise it to include general, employment and information and communications standards, in order to comply with IASR.	TBD	Debbie Harrison Sept. 2012	<input checked="" type="checkbox"/> Complete
AODA Standards / Regulation Reference O. Reg.191/11, s. 4	I: Multi-year Accessibility Plans Administrative Responsibility: Nick Duley Compliance Deadline: January 1st , 2013				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Establish multi-year accessibility plan.	A three year accessibility plan is approved by the Board of Directors.	1) Develop a three year plan in consultation with key stakeholders, and present to ELT and the Board of Directors for approval.	TBD	Debbie Harrison Sept. 2012	Incomplete <input type="checkbox"/> In progress <input checked="" type="checkbox"/> Complete <input type="checkbox"/>
Prepare annual status report.	An annual report is approved by the Board of Directors.	1) Review the plan on an annual basis, complete a status report, and post it to the web, portal and campus staff rooms.	TBD	Debbie Harrison Sept. 2012 Ongoing	

Part I: General Standards – s.5

AODA Standards / Regulation Reference O. Reg.191/11, s. 5	I: Procuring or Acquiring Goods, Services or Facilities Administrative Responsibility: Brian Baker & Sonia Crook Compliance Deadline: January 1st , 2013				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Incorporate accessibility criteria and features into purchasing policies and processes, and provide explanation if impracticable 1.	<p>1) Develop individual Department AODA Specification Criteria in conjunction with key departments, AV, IT, Facilities, Academic in order to identify a finalized criteria set.</p> <p>2) Publish AODA specification criteria checklist that will be applied by specification writers when procuring or acquiring goods, services or Facilities through the Purchasing process.</p>	<p>1.1) Establish development team, research best practices for accessibility guidelines in consultation with AV, IT, Facilities, Academic, Library, Follett Bookstore.</p> <p>1.2) Create the Fleming guidelines via a checklist for each department.</p> <p>2.1) Make the checklist available on the Purchasing website. Reference the checklist in policies.</p>	Significant staff hours to compile guidelines	<p>Debbie Harrison Fall 2012</p> <p>Debbie Harrison Cindy English</p> <p>Linda Humphries & Dec. 2012</p>	<p>Incomplete <input checked="" type="checkbox"/></p> <p>In progress <input type="checkbox"/></p> <p>Complete <input type="checkbox"/></p>

¹ Impracticable: impossible to do in an effective way (Cambridge Dictionary Online)

	<p>3) Ensure Department Manager accountability for applying accessibility guidelines.</p>	<p>3.1) Develop Annual Department Manager AODA sign off document.</p> <p>3.2) Notify managers of their responsibility to ensure employees apply guidelines in all department purchases, and offer information sessions.</p> <p>3.3) Inform all employees about accessibility guidelines relating to procurement of products, services and facilities, and notify of the availability of the checklist online.</p> <p>3.4) Review annually for compliance, and evaluate effectiveness in 2014</p>		<p>Nick Duley Fall 2012</p> <p>Nick Duley Fall 2012</p> <p>Linda Humphries & Purchasing by December 2012</p> <p>Nick Duley & HR ongoing</p>	<p>Incomplete <input checked="" type="checkbox"/></p> <p>In progress <input type="checkbox"/></p> <p>Complete <input type="checkbox"/></p>
--	--	--	--	---	---

Part I: General Standards – s. 6, s.7

AODA Standards / Regulation Reference O. Reg.191/11, s. 6	I: Self-service Kiosks Administrative Responsibility: Janice Coughlin Compliance Deadline: January 1st , 2014				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due date	STATUS
Incorporate accessibility features in self-serve kiosks.	All self-service kiosks on all campuses will be accessible.	1) Carry out an audit of all kiosks to ensure they are compliant, such as bank machines. 2) Ensure all parking access systems are accessible.	TBD	Facilities Purchasing Fall 2013	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference O. Reg.191/11, s. 7(1)	I: Training Administrative Responsibility: Shelley Mantik Compliance Deadline: January 1st , 2014				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Provide training on accessibility standards and Human Rights Code.	All employees will be trained in accessibility and the Human Rights Code	1) Implement the Ontario Human Rights training module for all employees. 2) Develop a tracking system to ensure college compliance.	TBD	Nick Duley Debbie Harrison Karen Nolk	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part II: Information and Communication Standards – s.11, s.12

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	II: Feedback Processes Administrative Responsibility: Grant Meadwell Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	Cost	CHAMPION/ DUE DATE	STATUS
Ensure feedback processes are accessible.	Online feedback mechanisms allow students, employees and the public to offer timely feedback on accessibility issues.	1) Revise external Accessibility page and MyCampus Disability Services page annually for functionality. 2) Compile results annually for review by the Accessibility Working Group.	TBD	Maxine Mann Debbie Harrison	Incomplete <input type="checkbox"/> In progress <input checked="" type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference O. Reg.191/11, s. 12	II: Accessible Formats and Communication Supports Administrative Responsibility: Jim Angel Compliance Deadline: January 1st , 2015				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DATE DUE	STATUS
Provide accessible formats and communication supports.	All areas of the college provide accessible formats and communication supports in a timely manner, at no additional cost.	1) Identify possible formats and supports required and whether to source expertise internally or externally. 2) Ensure all college communications can be provided in accessible formats.	TBD	Jim Angel IT, LSS 2014 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
Consult with person requesting.	Fleming offers an individualized response to all requests	1) Inform all employees of the range of formats and supports available and how to provide them in consultation with the client.	None	Jim Angel ALT/SLT 2014	
Notify public of availability.	Online and print customer service notifications of availability.	1) Identify web and portal locations for key messaging. 2) Identify physical location for signage, such as Registrar's Office and Security Desk.	Signage costs	Jim Angel IT, Facilities, 2014	

Part II: Information and Communication Standards – s.13, s.14

AODA Standards / Regulation Reference O. Reg.191/11, s. 13	II: Emergency Procedure Plans and Public Safety Information Administrative Responsibility: Janice Coughlin Compliance Deadline: January 1st , 2012				
	DELIVERABLES	ACTIVITIES	Cost	CHAMPION/ DATE DUE	STATUS
Make emergency procedure and public safety information accessible upon request.	Post a conversion-ready emergency plan and procedures on the web site and notify all students and employees of their existence.	See the 2011-12 Annual Report	None	John Gallen Nick Duley IT	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input checked="" type="checkbox"/>
AODA Standards / Regulation Reference O. Reg.191/11, s. 14	II: Accessible Web Sites and Web Content Administrative Responsibility: Jim Angel, Drew Van Parys Compliance Deadline: January 1st , 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DATE DUE	STATUS
Ensure websites and web content conform to guidelines. New websites and web content to Level A by January 1, 2014.	External web site conforms to WCAG 2.0 level A. MyCampus portal, Web CT and Student Information Systems are assessed for future compliance requirements.	1) Train all key staff on WCAG 2.0 guidelines. 2) Analyse site and develop implementation plans. 3) Carry out the development of site. 4) Develop policies on site maintenance, including how various departments contribute information (such as HR & Registrar's Office).	TBD	Julien Feyen Scott Ramsey Brenda Mc Cue Alana Callan 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part II: Information and Communication Standards – s.15, s.16

AODA Standards / Regulation Reference o. Reg.191/11, s. 15	II: Educational & Training Resources and Materials Administrative Responsibility: Blane Harvey/Jim Angel/Brenda Pander-Scott Compliance Deadline: January 1st , 2013				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Provide accessible or conversion-ready electronic format of educational or training resources / material as needed.	All Fleming programs provide educational and training resources and materials in a format that takes into account the accessibility needs of the person with a disability.	<ol style="list-style-type: none"> 1) Complete an inventory of our current educational materials used in all Schools. 2) Create a steering group and develop implementation plans. 3) Carry out the plan to provide conversions. 	TBD	Trudy Heffernan IT, LSS (conversion support)	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
Provide program information and student records in accessible format.	All student records and information on program requirements, schedules and descriptions are available in an accessible format upon request.	<ol style="list-style-type: none"> 1) Analyse Student Records and develop implementation plans for conversion. 2) Carry out the required technical changes. 3) Develop policies on Records maintenance, including how Schools contribute information. 	TBD	Lois Fleming IT, Records	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11, s. 16	II: Training to Educators Administrative Responsibility: Shelley Mantik Compliance Deadline: January 1st , 2013				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Provide accessibility awareness training to educators . ²	All faculty members will be trained in accessibility awareness and universal instructional design principles.	<ol style="list-style-type: none"> 1) Implement the Accessibility Awareness training module from Ontario Colleges Tool Kit for all educators. 2) Develop a tracking system to ensure college compliance. 	TBD	Trudy Heffernan Jennifer Ramsdale Debbie Harrison Karen Nolk Oct. 2012	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

² The legislation defines the term “educators” to mean employees who are involved in program or course design, delivery and instruction. Instructors on contract are considered to be employees for the purposes of this regulation.

Part II: Information and Communication Standards – s.17, s.18

AODA Standards / Regulation Reference o. Reg.191/11, s. 17	II: Producers of Educational or Training Materials Administrative Responsibility: Blane Harvey Compliance Deadline: January 1st , 2015				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Provide accessible format or conversion-ready textbooks by January 1, 2015.	All College texts, print-based educational or training supplementary learning resources have accessible or conversion-ready versions available upon request.	<ol style="list-style-type: none"> 1) Complete an inventory of our current print materials used in all Schools. 2) Create a steering group and develop implementation plans. 3) Carry out the plan to provide conversions. 	TBD	Trudy Heffernan Follett Bookstore 2013/4 workplan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11, s. 18	II: Libraries Administrative Responsibility: Jim Angel, Grant Meadwell Compliance Deadline: January 1st , 2015				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Provide accessible or conversion ready print-based resources on request. ³	All campus libraries must provide or acquire an accessible or conversion-ready format of print, digital or multimedia resources or materials upon request.	<ol style="list-style-type: none"> 1) Create a steering group and develop implementation plans. 2) Carry out the plan to provide conversions. 3) Complete an inventory of Fleming libraries current visual media collection and use to benchmark status (compliance 2020). 	TBD	David Luinstra Trudy Heffernan (LSS advising on conversion) 2013/4 workplan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

³ Note that special collections such as archival materials, rare books and donations are exempt from this requirement.

Part III: Employment Standards – s.22, s.23, s.24

AODA Standards / Regulation Reference o. Reg.191/11, s. 22		III: Recruitment, General Administrative Responsibility: Nick Duley Compliance Deadline: January 1st , 2014			
DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS	
Notify about accommodation in recruitment process.	Prospective applicants are advised of the availability of accommodations.	1) Create an accommodation policy based on the Ontario Colleges tool kit template. 2) Revise “Careers at Fleming” web page, job postings, & email correspondence with applicants to include a statement. Harmonize with the HR ATS.	None	HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11,s.23		III: Recruitment, Assessment or Selection process Administrative Responsibility: Nick Duley Compliance Deadline: January 1st , 2014			
DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS	
Notify applicants selected that accommodations are available upon request.	Selected applicants are advised of the availability of accommodations.	1) Revise email correspondence with selected applicants and provide policy reference.	None	HR consultants	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
Provide suitable accommodation upon request.	Applicants with disabilities receive appropriate accommodations.	1) Review interview and testing procedures for accessibility barriers.	None	HR consultants 2013 work plan	
AODA Standards / Regulation Reference o. Reg.191/11,s. 24		III: Notice to Successful Applicants Administrative Responsibility: Nick Duley Compliance Deadline: January 1st , 2014			
DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS	
Notify successful applicants of accommodation policies.	New employees are advised of the accommodation policy.	Update the hiring package to include information on the accommodation policy.		HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part III: Employment Standards – s.25, s.26

AODA Standards / Regulation Reference o. Reg.191/11,s. 25	III: Informing employees of supports Administrative Responsibility: Nick Duley, Shelley Mantik Compliance Deadline: January 1st , 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Tell employees of policies supporting employees with disabilities.	All employees are advised of the revised Accessibility for Persons with Disabilities Policy.	1) Revise the Accessibility for Persons with Disabilities Policy to include employee supports and post internally and externally. 2) Communicate with all employees about revisions to the policy and their right to support.	None	Debbie Harrison Fall 2012	Incomplete <input type="checkbox"/> In progress <input checked="" type="checkbox"/> Complete <input type="checkbox"/>
Provide information to new employees.	All new employees receive information about the policy during orientation.	1) Revise the on boarding program to include the updated policy.	None	HR consultants 2013 work plan	
AODA Standards / Regulation Reference o. Reg.191/11,s. 26	III: Accessible Formats and Communication Supports for employees Administrative Responsibility: Nick Duley Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Provide accessible formats and communications supports for job or workplace information.	Alternative formats and supports are provided upon request, in consultation with the employee; conversion-ready documents and electronic communications are the established standard for all College communications.	1) Establish a point of contact for employees within HR (with conversion support from LSS) and inform all employees of how to access support. 2) Encourage all areas of the College to create conversion-ready documents and electronic communications as part of their general professional practice, to eliminate the barriers caused by paper documents and communications.	TBD	HR consultants 2013 work plan (support from LSS with conversions)	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part III: Employment Standards – s.27, s. 29

AODA Standards / Regulation Reference o. Reg.191/11,s. 27	III: Workplace Emergency Response Information Administrative Responsibility: Nick Duley Compliance Deadline: January 1, 2012				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Provide individualized workplace emergency response information as soon as practicable.	Employees with disabilities receive an individualized emergency plan, kept jointly by HR and Security.	See 2011-12 annual report for details.	None	Nick Duley John Gallen June 2012	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input checked="" type="checkbox"/>
Provide information to person designated to provide assistance upon consent.	Persons providing assistance are informed of plans and their role, and are advised of any changes.	See 2011-12 annual report for details.	None	Nick Duley John Gallen June 2012	
Review individualized workplace emergency response information.	Employees and managers are notified annually to update their plans with HR.	1) Communicate with all employees on an annual basis, and update plans as necessary on an ongoing basis.	ENS technology as required	Nick Duley John Gallen Ongoing	
AODA Standards / Regulation Reference o. Reg.191/11,s. 29	III: Return-to-work Process Administrative Responsibility: Nick Duley, Lynn Watson, Heather Cosh Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Develop a documented return-to-work process.	Fleming Return to Work procedures meets AODA standards.	1) Review Fleming RTW procedures and revise as necessary, using Ontario Colleges Tool Kit template as a model. Include steps employer will take and use documented individual accommodation plans.	None	HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part III: Employment Standards – s.28, s.30, s.31

AODA Standards / Regulation Reference o. Reg.191/11,s. 28	III: Documented Individual Accommodation Plans Administrative Responsibility: Nick Duley Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Develop written process for documented individual accommodation plans ⁴ .	Any employee requiring accommodations has a written plan in their personnel file.	1) Adapt the Ontario Colleges tool kit template for accommodation plans and make available to all HR consultants via the HR shared drive.	None	HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11,s. 30	III: Performance Management Administrative Responsibility: Nick Duley, Lynn Watson, Debbie Caldwell Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Include accessibility considerations in performance management processes.	Fleming Performance Management Systems meet AODA standards.	1) Review Fleming PMS and revise as necessary, using Ontario Colleges Tool Kit template as a model.	TBD	HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11,s. 31	III: Career Development Administrative Responsibility: Nick Duley, Shelley Mantik Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Include accessibility considerations in career development and advancement processes.	A barrier-free career development and advancement process for employees with disabilities.	1) Review Fleming career development and advancement processes for possible barriers.		HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

⁴ This includes; how employee can participate and be assessed; how employer can request accommodation be achieved; how employee can request participation of union representative and personal information will remain private; frequency plan will be reviewed and updated; how reasons for denied request will be communicated and plan will be provided to employee.

Part III: Employment Standards – s.32

AODA Standards / Regulation Reference o. Reg.191/11,s. 32	III: Redeployment Compliance Deadline: January 1, 2014 Administrative Responsibility: Nick Duley				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION DUE DATE	STATUS
Include accessibility considerations in redeployment processes.	A barrier-free redeployment process for employees with disabilities.	1) Review Fleming redeployment processes for possible barriers.	TBD	HR consultants 2013 work plan	Incomplete <input checked="" type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>