

1. CALL TO ORDER

Call to Order – 1:30 PM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Accessibility Committee Composition

VP Student Services (*Chair*) Jimmy Dhesa
VP University Relations Erwin Kwok
Faculty Representative (Communications, Art, & Technology) Juvina Silvestre
Faculty Representative (Education) Jamie Zhu
Student At-Large Paige Nock
Student At-Large Vivian Ly

3.2 Society Staff

Accessibility Assistant Alyssa Chan
Administrative Assistant Christina Chen
Campaigns, Research, & Policy Coordinator Pierre Cassidy
Chief Executive Officer Martin Wyant

3.3 Regrets

Faculty Representative (Education) Jamie Zhu

4. RATIFICATION OF REGRETS

4.1 MOTION AFAC 2017-10-30:01

Erwin/Juvina

Be it resolved to ratify regrets from Jamie Zhu.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION AFAC 2017-10-30:02

Erwin/Juvina

Be it resolved to adopt the agenda as amended.

- To move 8.1 Granting Opportunities for External Groups under Discussion to 7.1 Granting Opportunities for External Groups under New Business
- To add: 8.1 Definition of Accessibility

CARRIED AS AMENDED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION AFAC 2017-10-30:03

Erwin/Juvina

Be it resolved to receive and file the following minutes:

- Accessibility Committee 2017-10-16.pdf

CARRIED

7. NEW BUSINESS

7.1 Granting Opportunities for External Groups- MOTION AFAC 2017-10-30:04

Erwin/Juvina

Be it resolved to recommend to Board the proposal in the briefing note regarding granting opportunities for external groups prepared by CRPC at the next Board meeting.

CARRIED

- Refer to attachment
- Concern:
 - Having granting opportunities available to external groups would limit the budget allocated to clubs and the student unions
- Suggestions:
 - Expand the procedures of the existing granting program
 - Board to possibly allocate an amount to external groups, but not at the expense of clubs and the student union

8. DISCUSSION

8.1 Definition of Accessibility

- Need to define terminology such as accessibility, disability, and the barriers to accessibility
- Advantage:
 - Becomes clear when we use these terms
- Disadvantage:
 - Lack of flexibility
- Suggestion:
 - Committee members to draft up formal definitions for the next Committee meeting

9. UPDATES

9.1 Accessibility Designated Assistant

- Refer to attachments
- Currently working on small scale events related to accessibility; such as the Closed Captioning project and the Facilities Map project
 - Prioritize the Facilities Map project and upload it to the SFSS website
 - Send the colour-coded maps to SFU to upload on the SFU website
- Volunteer Transcription Group Proposal:
 - 10+ student volunteers transcribing campus events
 - Potentially rewarding volunteers with cash or gift cards
 - Purchase streamtext.net
 - Cost is 9 cents per minute
- Disability Movie Night Proposal:
 - Proposed to happen in February as weather conditions would be better
 - Suggestion:
 - Move the event to the last week of November as not enough events were conducted this semester

- Possible alternatives to the Disability Movie Night:
 - Social event - to bring differently abled students together
 - Employment and Mental Health workshop - for students with disabilities; allows them to learn about disability issues that may arise in the workplace
 - Sensitivity and Anti-discrimination workshop
 - Event Planning workshop for Club Executives - allows them to become more aware of accessibility issues when interacting with new club members
 - Suggestion:
 - To draft a proposal of all the suggested events by the next few meetings

10. ATTACHMENTS

- 2017-10-25 BN - Granting Opportunities for External Groups.pdf
- Closed captioning services - briefing note Oct. 30th.pdf
- Disability Movie Night proposal.pdf
- Facilities maps - briefing note Oct. 30th.pdf

11. ADJOURNMENT

MOTION AFAC 2017-10-30:05

Erwin/Juvina

Be it resolved to adjourn the meeting at 2:18 PM.

CARRIED

October 25, 2017

BRIEFING NOTE

GRANTING OPPORTUNITIES FOR EXTERNAL GROUPS

ISSUE

Every year, the Board and its committees are asked to financially support events of external groups, including, but not limited to on-campus groups such as SFIPIRG, Embark, HighFIVE, etc.

Recently, the Accessibility Fund Committee was asked to financially support an event by an individual unaffiliated with a club or a student union, and was, to its dismay, not equipped with a means of supporting that request.

BACKGROUND

During the past two years, the SFSS has developed and implemented a formal process for reviewing, evaluating, and approving grant requests from SFSS clubs and student unions. The grants are awarded from a budget area housed in the Member Services Area, as the granting program is administered by the Member Services Coordinators.

The original proposal included provisions for external groups to have access to the granting program, where their work was in direct support of the mission of the SFSS. The Board rejected this aspect of the proposal, not wanting to reduce the funds made available to student unions and clubs.

CURRENT STATUS

Currently, the SFSS has no policy (i.e. standards) nor procedures (i.e. steps necessary to meeting the standards in policy) for reviewing such external grant requests.

Neither does the SFSS have budget allocated to providing external group with granting opportunities.

KEY CONSIDERATIONS

- Board and Board Committees are regularly approached by external groups seeking funding, and Board and its committees are often tempted by the opportunity to support some interesting projects.
- Granting to external groups should only occur where clear standards regulate the process in order to avoid risks such as conflicts of interest, preferential treatment, inconsistent administration of grant requests, etc.
- To provide granting opportunities to external groups, the following would need to be provided:

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- The Board would have to determine an annual budget for grants made available to external groups
- For granting requests that address areas of restricted funding such as the Accessibility Fund, the Board would need to determine an annual cap for such external grants from those restricted funds.
- The procedures in place for granting to internal groups would have to be expanded to include external groups, as would the documentation and guidelines developed for the program.
- The granting process, to remain consistent, would have to be pulled out of the student union and club portals, and administered as an independent process.
- Staff resources would have to be rededicated or acquired to properly administer the increased in workload.
- Given the existence of the current granting program, the expansion of that program is relatively straightforward

OPTIONS

1. Expand the existing granting program
2. Do not expand the existing granting program

RECOMMENDATION

I recommend Option 1. Where the SFSS has the opportunity to further its mission in collaboration with external groups, there is no reason not to take advantage of such an opportunity. The expansion of the program is quite straightforward, and would require little more than formally setting aside a budget and reworking the existing documentation.

NEXT STEPS

1. Accessibility Fund Advisory Committee review and recommendation, or not, of this proposal to Board
2. Finance Departments recommendation of budget allocation to program expansion
3. Board review of recommendation
4. Where approved, operational implementation of revised program – Implementation timeline projected at 6-10 months

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BRIEFING NOTE

CLOSED CAPTIONING SERVICES

ISSUE

- After several hours of training and testing Dragon NaturallySpeaking, I realized that it will be difficult, if not impossible, to utilize the product for its initial purpose, especially in a large group setting. Because of this, we are looking into alternative ways of captioning events to make them more accessible.

BACKGROUND

- The software Dragon NaturallySpeaking was initially purchased as a means of captioning large-scale events such as elections, thus making them accessible to students with auditory disabilities.
- After installing the software onto my computer, I have started to test Dragon NaturallySpeaking and train it to recognize my voice as well as hard-to-pronounce names.
- The software has several weaknesses that prevent it from being fully useful.
 - Has to be trained to recognize everyone's voices, and is meant to be used by one individual at a time
 - The manual is dense and confusing
 - Does not include punctuation in dictations unless explicit commands are read out.
 - As I'm training the software, it doesn't pick up all of my words, leading to fairly inaccurate captions.

CURRENT STATUS

- Having presented this to AFAC on October 16th, they recommended that I put this project on pause and focus on creating a volunteer transcribing group instead.
 - The software may still be made available for individual use; ie. Increasing efficiency of minute-taking, accommodation for staff members and students with disabilities

KEY CONSIDERATIONS

- It will take a while to gather a group of volunteer transcribers, and they may not be professional, which could lead to decreased efficiency and accuracy
- CART (Communication Access Real-Time Translation) should still be used for large events such as the AGM, as it is preferred by Deaf attendees
 - CART is a speech-to-text interpreting service that provides live event captioning. CART providers will receive an audio feed and stenograph the feed, which will then be translated into English.

RECOMMENDATION

- Recruit and contact at least ten volunteer transcribers, most likely students, to take turns transcribing small-scale events to make them more accessible.

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- Offer potential volunteers a cash reward or gift card for every event (or every few events) they wish to volunteer at in order to give them more of an incentive to participate

NEXT STEPS

- Ask AFAC committee members whether they know anyone who is able to transcribe and is interested in volunteering to transcribe SFSS events
- Start promotion through posters around campus and social media campaigns

Disability Movie Night – Proposal

Purpose

To raise awareness on disability-related issues in movies and challenge attendees' perceptions on disability, as well as allow students to relax and get to know one another through a movie night. This event will be open to students with and without disabilities.

Targeted Attendance

Around 20-30 attendees

Location

Recommended:

- AQ 3159

Alternatives:

- Surrey lecture theatres – SUR 2600, 3090, 3310, 5280
- Burnaby lecture theatres
 - Images Theatre
 - AQ 3154, 3150, 3149
 - Saywell Atrium
 - WMC 3210 – maximum capacity 75
 - WMC 3510 – maximum capacity 39
- Vancouver theatres – Goldcorp 3200

Time and Date

Recommended: Thursday, February 1st, 4:30-7:30 pm

Alternatives: Thursday, February 8th, 4:30-7:30pm

Preparation

- I may need a few student volunteers or additional staff presence to help set up and clean up
- Room booking requests can take up to 5 working days to process
- Movies have to be covered under our license with Criterion. If they aren't on that website, we can't show them at SFU. In addition, we also need to report movie showings to Criterion via the GO.
- Create a registration form to ask whether attendees have any dietary concerns or other special needs we should be aware of.

- Make attendance free.

Resources

- Popcorn machine (General Office)
- Catering
- AV requirements – microphone

Suggested Movie List

Recommendation:

- *I Am Sam* (2001), which is about a man with a developmental disability who has to fight for the right to keep his child. Stars Sean Penn, Dakota Fanning, and Michelle Pfeiffer. 134 min.

Alternatives:

- *What's Eating Gilbert Grape* (1993), about a young man has to care for his brother, who has a developmental disability, as well as his morbidly obese mother, after the death of his father. This movie deals with the stigma of disability and obesity and stars Johnny Depp, Juliette Lewis, and Leonardo DiCaprio. 118 min.
- *Inside I'm Dancing/Rory O'Shea* (2004) is about two physically disabled men living in an institution pursue physical and emotional independence from their restrictive institutional environment. It stars James McAvoy. 104 min.
- *The Sessions* (2012), about a paralyzed man who hires a sex surrogate to help him lose his virginity. Topics include barriers to sexuality in people with disabilities, and the movie stars John Hawkes and Helen Hunt. Warning: strong language and sexual content. 95 min.
- *Mary and Max* (2009), a clay-animated black comedy about an 8-year-old girl who connects with a 44-year-old man with Asperger's Syndrome through letters. Stars Toni Collette and Phillip Seymour Hoffman. 90 min.
- *Children of a Lesser God* (1986), which tells the story of romantic feelings ensuing between a deaf woman and a teacher who both work at a school for the deaf. Stars Marlee Matlin (who is actually deaf) and William Hurt. Warning: language and sexual content. 119 min.
- Finally, *The Accountant* (2016), which came out very recently, is about a forensic accountant with high-functioning autism (who is also a math savant) who becomes involved with uncooking the books for a crime scheme. Stars Ben Affleck and Anna Kendrick. Warning: strong violence and language throughout. 128 min.

Procedure

- For the first 15 minutes, have attendees settled in and have everyone introduce themselves and get to know each other. Ask a few discussion questions before the movie begins.
- Depending on the film, the movie will play for an hour and a half to over two hours. During the halfway point, pause the movie for about 10 minutes and give attendees a chance to stretch, go to the bathroom, and discuss the movie among themselves.
- Finish the movie and ask discussion questions afterward for about 20 minutes.

Discussion Questions – before the movie

- Have you ever met anyone with a disability? How are they similar to you? Different from you?
- Do you know anything about this disability? If so, where did you learn about it?
- How do you think that the media portrays people with disabilities?

Discussion Questions – for after the movie

- Do you think it is acceptable for non-disabled actors to play characters with disabilities? What do you think of their portrayal of their characters? Did they do the disability justice?
- Are there any misconceptions or stereotypes about the specific disability that the film reinforces?
- Were there any scenes in the films that really affected you? If so, how?
- Did you gain any insights that will help you understand people with disabilities better?

Costs

- Booking a data projector and speakers costs about \$15-50. Alternately, a work order can be used to ask AV to directly hook the DVD or VHS into the lecture theatre's projection and sound system – the cost is simply human labour.
- HDTV package can be rented for \$70.
- Catering:
 - Ice water – complimentary, in quantities equivalent to the catering order
 - Fresh juice pitchers: apple, orange or cranberry. Serves 8-10 cups, \$12.99 each.
 - Popcorn - \$3 for 10 mini-bags
 - Fresh sliced fruit - \$3.99, minimum 5 guests per order.
 - Pizza - \$19.99 for 10 slices

Budget

\$350

Next Steps

- Approve the event and finalize details
- Begin marketing and promotions three weeks before the event

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BRIEFING NOTE

FACILITIES MAPS

ISSUE

- There is currently a universal map of SFU available for students and visitors, but it doesn't point out locations of elevators, which can cause difficulty for students with disabilities who wish to access them, nor does it go into detail about each of the individual buildings of the campus.
- Individual floor plans are available on the Facilities website, but they are difficult to see and interpret without a legend.
- In addition, I'm unsure about how blind or visually impaired students would find their way around, as neither the SFU map or individual floor plans have blind-friendly features such as Braille.

BACKGROUND

- After meeting with some representatives from Facilities, I started working on printing and colour-coding several facilities maps in May.
- My goal was to make it easier for students and visitors to point out elevators, accessible washrooms, and ramps, which are difficult to recognize on the current facilities maps.

CURRENT STATUS

- Currently, I have finished colour-coding the maps – just the elevators, accessible washrooms, ramps, and wheelchair refuge areas this time - and have scanned them in a single pdf document.
- I have sent the maps over to Facilities, who emailed me back to say that they are currently working on updating their maps based on the information that I collected. They mentioned that the CSD has also expressed “a longstanding need and desire to assemble information... that would help students who approach their office for assistance in campus wayfinding”, meaning that our objectives are actually very similar

KEY CONSIDERATIONS

- Even if we post the colour-coded floor plans online, they may still not be accessible for blind and visually impaired students.

RECOMMENDATIONS

- Have the colour-coded maps converted to an electronic format (Communications Department) and request that the electronic forms are uploaded to the SFSS website.

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NEXT STEPS

Submit work to Sindhu