

## 1. CALL TO ORDER

Call to Order – 2:36 pm

## 2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting takes place on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sḵw̓x̓wú7mesh (Squamish), Sel̓ílwítulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) and Katzie Nations, on which we are privileged to live, work and play. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Accessibility Fund Committee Composition

VP Student Services ( <i>Chair</i> ) .....	Christina Loutsik
Board of Directors Representative .....	Jennifer Chou
Board of Directors Representative .....	Emerly Li
At-Large Representative .....	Maneet Aujla
At-Large Representative .....	Rayhaan Khan
Student At-Large .....	Andrew Araneta
Student At-Large .....	Vivian Ly
Student At-Large .....	Anastasiia
Lozitskaia	
Student At-Large .....	Mikaela Basile

### 3.2 Society Staff

Campaigns, Research, & Policy Coordinator .....	Sarah Edmunds
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## 4. ADOPTION OF THE AGENDA

### 4.1 MOTION AFAC 2019-07-02:01

**Andrew/Vivian**

*Be it resolved to adopt the agenda as amended.*

- New Business: 5.1 Microphone Equipment

**CARRIED AS AMENDED**

## 5. NEW BUSINESS

### 5.1 Microphone Equipment - MOTION AFAC 2019-07-02:01

**Emerly/Maneet**

*Be it resolved to spend \$80 for microphone equipment from Meeting, Event and Conference Services (MECS) for the next meeting.*

- Specifically for next meeting; to give AFAC time to look into something to work long term

**CARRIED**

## 6. DISCUSSION ITEMS

### 6.1 Priorities for the Year

- Ideas
  - Getting the word out by using posters
  - Feedback on Accessibility Standard Policy
  - Carrying over learning assessments project from last Board year
  - Campus lighting
  - Mental health resources
  - Hiring of an Accessibility staff member, as it was a previous temporary staff position
  - Feedback from disabled students on Accessibility Standard Policy and other feedback such as Committee Terms of Reference (TOR) (move from fund-focus to a fuller accessibility mandate)
  - How to reach out to students to attend AFAC meetings; how to include Fraser International College (FIC) students (e.g. changing TOR)
  - New Slack workspace; adding new AFAC business under a new channel under this workspace
- Other concerns: shuttle bus not accessible; still most accessible way to FIC
- Petition started by another student on this issue
  - Look into supporting

### 6.2 Accessibility Standard Policy

- Purpose of policies is to ensure all SFSS meetings are accessible - starting at Board meetings, then to Committee meetings
  - Captioning, amplification, plain language (no jargon)
- Added to Board document: Text on the website, allergy/scent/noise/harsh lighting adjustments; changes can be seen
- Policy additions:
  - Living document
  - Contact person to offer assistance/accommodation for meetings (deadline, email, position, etc.)
  - Event (meeting, etc.) vs policy contact
  - Conflicting access needs - beyond checklist approach
- Definitions: accommodation, disability, barriers, universal design
  - Universal design, accommodations, further requests, and limitations to eliminating barriers
- Framework for timelines for accommodation; include confirmation requirement
- 3 general categories section: adapted from DNC (Disability and Neurodiversity Coalition) meeting
- CRPC to write policy from feedback and this policy draft
- Review compliance with upcoming legislation
- Compare to other jurisdictions (e.g. Ontario, US)

- Board of Directors (Arts and social Sciences), VP Student Services, and CRPC to work on drafting
- Deadlines will be determined; possibly next semester; implementation to follow

### 6.3 TOR for Accessibility Committee

- Main focus currently is the Accessibility Fund (SFSS Board Policies: Board Committee Structure: AFAC)
- Concerns:
  - Name is confusing, too narrow, colloquially known as the Accessibility Committee
  - Purpose doesn't reflect the name
  - In practice, at-large positions were dedicated to students with disabilities, but not captured in the Terms of Reference (TOR)
    - Students United for Disability Support - SFSS constituency group the committee (to be replaced by DNC) had most of their at-large members from
    - Prioritize students with disabilities
  - Deliverables: reports, etc. to provide to Board on progress and member engagement
    - More clarity on these terms

## 7. ATTACHMENTS

- Accessibility\_Standard\_Policy.pdf

## 8. ADJOURNMENT

**MOTION AFAC 2019-07-02:02**

**Emerly/Maneet**

*Be it resolved to adjourn the meeting at 3:31 pm*

**CARRIED**

## **Discussion Item: Accessibility Standard Policy**

May 30, 2019

### **Issue**

Meetings that are open to the public (committee meetings, Board of Director meetings) are inaccessible to students. This excludes certain groups of students from being a part of our decision-making process.

### **Background**

According to the Simon Fraser Student Society (SFSS) Constitution, the SFSS is supposed to represent and advocate for the interests of undergraduate students at Simon Fraser University, as well as promote meaningful undergraduate student participation in all aspects of University governance.

The term “undergraduate students” includes students with disabilities and any other group of students that would need an accessibility standard policy.

According to the SFSS Board Policies, we are supposed to act in a manner consistent with SFSS’ fundamental values, one of which is inclusivity. If there is no accessibility standard policy, we are inevitably excluding a large group of our membership, the students we have been elected to represent.

During the past two years, the Accessibility Fund Committee has been working on how to improve accessibility in SFSS practices. There has been multiple reviews and reports from an accessibility worker as well as recommendations and suggestions made by members of the Accessibility Fund Committee.

In the Accessibility Fund Committee meeting minutes “AFAC 2016-07-27” there is an attachment titled “Accessibility Review.” Pages 13 and 21 of this review states that board language should be made accessible since meetings are “open to all.” It is important to consider students with learning/cognitive disabilities and ESL students when making accessibility policies. This review recommended doing accessibility check-ins during meetings.

Page 36 of the same review includes an Accessibility and Inclusivity Events Checklist, and pages 53-55 goes over recommendations for the website and social media accounts (for example, describing an image for those who are visually impaired).

The meeting minutes titled “AFAC 2017-04-07” also has a closed captioning services report.

According to page 3 of “AFAC 2019-03-26” meeting minutes, a policy to standardize accessibility to ensure that it is incorporated in SFSS practices was discussed.

## **Current Status**

Currently, SFSS public meetings are inaccessible.

The Accessibility Fund Committee has not had a chance to meet to discuss this. I have submitted this as a discussion item for the Board of Directors to review.

The SFSS Board of Directors only recently started stating meeting dates, times, and locations in a Facebook event page. This page includes room accessibility information. Other accessibility information is limited and inconsistent.

There is nothing on the SFSS website about accessibility information for meetings open to the public. Communication of accessibility information is inconsistent and minimal.

Highlighted below are some accessibility issues that the SFSS currently face.

### General

- SFSS is supposed to represent all undergraduate students, so we cannot just leave these students out of discussions and meetings just because it is not accessible for them

### Location

- Board meeting room should be accessible (in the new Student Union Building too)

### Inconsistency

- SFSS accessibility is inconsistent—meetings have captioning and amplification sometimes, but not all the time. This is why an Accessibility Standard Policy would be useful

### Amplification

- It is difficult for some students to hear what is being said at meetings that are open to the public
- Many students commented that it was difficult to hear what was going on in the first board meeting of the term (May 16)
- It is necessary for some people (students and staff members alike) to have amplification

### Captioning

- Meetings without captioning are currently inaccessible for students that are Deaf and/or Hard of Hearing, or have auditory processing disorders
- Currently there is no captioning system in place (whether it's by a person or if it's computer-assisted)
- Students that are Deaf and/or Hard of Hearing may already have assistive devices or live captioning apps on their phones
- However, these devices do not pick up all audio
- SFSS should also be making these meetings accessible; students should not have to get their own apps and devices

### Livestreaming

- SFSS does not livestream meetings—however, sometimes student members come to meetings to livestream them
- Livestreaming provides access to students on the Vancouver and Surrey campuses and students to whom the meeting location is physically inaccessible

### Language

- Meeting agendas and minutes use jargon (“line item 820/20”)
- There is no explanation of this jargon; it is assumed that the reader knows what it means
- SFSS does not use plain language where we can and should

## Key Considerations

### General

- Implementing an Accessibility Standard Policy would ensure that the SFSS is consistently including marginalized communities like students with disabilities

### Location

- By making meetings more accessible, more students can voice their opinions and help us represent them better

#### Inconsistency

- Having an Accessibility Standard Policy would ensure accessibility information is available to students consistently, so they know what to expect and can rely on their accessibility needs being met

#### Amplification

- Amplification is fairly easy to implement using microphones
  - 1 microphone to be passed around
  - 9 or so microphones (2 people on Board of Directors can share, and 1 microphone for audience)

#### Captioning

- Having the meeting minutes being drafted on screen (live) would help a little with understanding what is going on/keeping up with what is happening
- Having meeting minutes on a Google Doc where everyone can see them being drafted live would be a viable option as well

#### Livestreaming

- Some students cannot physically come to meetings, so they can rely on watching a livestream of the meeting
- Some students need time to process what has said. With livestreams, these students can rewind and re-watch to make sure they fully understand
- This topic has already been discussed—however, I want to emphasize that it is an accessibility issue as well

#### Language

- Students with learning/cognitive disorders, ESL students, etc. may find it difficult to understand what happens in meetings due to the inaccessible language used
- We could annotate confusing language and explain it in layman's terms
- Having a glossary is also a viable option

## Recommendation

I would recommend working with the Campaigns, Policy and Research Coordinator to draft up an Accessibility Standard Policy to follow. This would ensure that meetings are accessible to all the students that the SFSS is supposed to represent.

An Accessibility Standard Policy should include:

- Requirements of basic accessibility measures for all public meetings
- Requirements for training of staff to carry out these measures

## **Next Steps**

1. Board of Directors discuss what pieces to put in place immediately after the Board of Directors meeting on May 30th, 2019, and working with SFSS staff to do so
2. Consult with Campaigns, Policy and Research Coordinator
3. Bring this up in the first Accessibility Fund Committee meeting to check progress
4. Consult with Centre for Accessible Learning and/or other students with disabilities before finalizing a policy