

**Accessibility Plan under Accessibility for Ontarians with Disabilities
Act (AODA)
Year Seven Proposal
Barriers to be addressed in 2009-2010**

1. Communication

- Introduce and manage e-mail accessibility account
- Complete a corporate communication plan in support of AODA, Accessibility Plan and approved policy
- Develop a system whereby urgent accessibility barriers may be reported to a “hot” button for prompt addressing by accessibility point persons in Facilities, Parking and Security, IT and Disability Services
- Review all signage on walls, website, notification in publications to ensure accessible and adequate direction to elevators, ramps, accessible washrooms, accessible pick up and drop off points for DARTS and private vehicles with DS parking permits
- Develop and communicate location of emergency evacuation points
- Plan for Elevator signage that includes use re: service requirements
- Communicate and provide orientation in use of accessible print guidelines widely across College for creation of all written and electronic information including course outlines, course ware etc. (Read feature in place for information on the DS website allowing use of screen readers)
- Develop policy/expectation that all learning resources will be available in electronic format and hard copy and that any presentation materials such as power points must be posted electronically well in advance of class
- Consider Interpreters for college events

2. Physical

- Automatic door operators required at Fennell, Room A011 (Martha Fox’s office), Fennell Health Clinic, (interior waiting room door to exam rooms), Fennell, Room C102H (Discovery Centre entrance).
- Install new intercom at top waiting area for second lift (outside Fennell campus library entrance) for wheelchair and scooter users to call for assistance to front desk staff. (Carry-over project from 2008/09).
- Cut existing concrete curb at main (south) entrance to Fennell campus to improve access from barrier -free parking area, drop-off area, and visitor’s parking lot P4.
- Repaint existing pedestrian crosswalks on Governor’s Boulevard for improved visibility using reflective paint.
- Install new transition strips at bottom of ramp in Fennell campus main lobby to better indicate the change of floor elevation.

- Adjust the auto-unlock feature in barrier-free washrooms E02, E102, and J108, Fennell campus. The existing 15 minute setting to be adjusted to 30 minutes if possible.
- Upgrade existing Hoyer lift at Fennell campus, barrier-free washroom E102, to comply with latest safety code.
- Installation of an electronic warning device to alert hearing impaired staff and students of an emergency lockdown at Fennell campus. (Subject to decision by College ER Steering Committee)

3. Technology

- Technological Audit

Mohawk College will complete a technological audit in order to determine if the technology needs of students, staff and faculty are met. Questions to be asked include:

- Are computer workstations fully accessible?
- Is specialized software available on sufficient computer workstations (Zoom, JAWS, etc)?
- Are there adequate numbers of computer workstations throughout the college?
- Are web site, information portals and learning management systems accessible?
- Are electronic versions of learning resources available via the bookstore?

Results will be shared with the Accessibility Planning Committee and used to create future plans.

- Ensure accessibility is added to IT committee meetings and that meeting minutes and updates are shared with the Chair, Accessibility Planning committee. IT committee/teams include the **College IT Steering Committee (CITSC)** and its sub committees:
 - Academic Information Technology Advisory Committee
 - Academic IT Advisory Committee
 - Student IT Enhancement Committee
- Establish a direction and mindset that incorporates accessibility in the planning of:
 - The Mohawk College Website (<http://www.mohawkcollege.ca/homepage.html>)
 - The Mohawk College Portal (MoCoMotion <https://mocomo.mohawkcollege.ca/cp/home/displaylogin>)
 - Mohawk College Learning Management Systems (eLearn@Mohawk College <https://elearn.mohawkcollege.ca/>)
 - Mohawk College related websites (TheBRAIN <http://brain.mohawkcollege.ca/>; CTL <http://www.mohawkcollege.ca/Explore/QualityResearch/CTL.html>, etc)

- Ensure guidelines are in place for content and presentation of the above points of contact.
- Ensure the above points are accessible to students, staff and faculty with special needs.

4. Education and Training

- Launch mandatory on line AODA Customer Service training through the College's new Learning Management System, Desire2Learn, by December 1, 2009, with completion by December 31, 2009 in support of the AODA Customer Service Standard
- Deliver training in providing an accessible environment for all staffing groups: administrative, support and faculty, including part time staff
- Include quiz for each group at end of on line training module and provide certificates
- Invite Student Associations and Residence to participate in College Training
- Make available the following required documents of the Customer Service Standard:
 - Service animals and support persons
 - Notice of temporary disruptions
 - Training
 - Feedback process
 - Policies, practices and procedures on the provision of goods or services to people with disabilities - See link below for Mohawk College Accessibility Planning Policy CR703
<http://www.mohawkcollege.ca/Assets/Policies/CR703.pdf>

Documents required under the Customer Service Standard are available upon request, and in alternative format as required.