

Cambrian College Accessibility Plan – 2004-05

September 2004

Area evaluated	Elements needing improvement in current environment	Strategies for improvement 2004-05	Department Lead accountability	Timeline	Status	Cost
1. Accessibility Objective: To create an informed culture at Cambrian around disability issues and solutions						
Identification of students with disabilities	Improve student awareness of disability services and need to self-identify	1. Request insertion of “disability” clause in all course outlines for all delivery formats, in program publications, Continuing Education website and distance Education Study Guide.	approval of Academic Admin. Council and Deans		done	0
		2. Promotional ad for accessing disability services in Student Handbook	GCC staff & SAC	Sept 04	done	Accessibility budget
		3. On-line identification through student 411 portal to e-mail request for appointment with disability staff.	GCC	Feb 2005		0
	Improve faculty awareness of disability services and how to approach students with suspected disabilities.	1. Develop awareness presentation: a. Develop Cambrian ‘fact sheet’ on disability issues b. Promote faculty handbook c. Show video “How Difficult Can this Be?”	The Glenn Crombie Centre	May/June 04	done	0
		2. Request awareness meetings to present and hand distribute resources to full time faculty at departmental meetings	GCC	May/June/04 And on-going	done	GCC
		3. Target part-time faculty by requesting meeting of Program co-coordinators and departmental secretaries	GCC	May/June & on-going	done	GCC budget
		4. Set up Faculty awareness booth during disabilities week				
2. Accessibility Objective: To improve instructional delivery through creative solutions						
Assistive Technology	Improve faculty awareness of the assistive technologies that can be utilized in	1. Promote the understanding of the principles of Universal Instructional Design and assistive technology for all formats (classroom, online and distance	GCC/ Academic Council	May/04 On-going	done	

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	the classroom OR the process for training	education) 2. Develop a liaison with the Quality Teaching Resource Centre	GCC/QTRC	Oct 04		
Faculty support of students with disabilities	Faculty awareness and information about disability issues and accommodations	1. GCC staff to promote communication with faculty members 2. Provide information at regular intervals 3. Provide presentations at departmental or divisional meetings	GCC	May/June Sept and on-going	Done Done In progress	GCC budget
Format of on-line programs	Programs should be compliant with the template and Quality Standards that are already developed for addressing presentation and content barriers (e.g. font size, visuals, modular construction and intuitive information flow)	1. Continue formal review of all existing online courses as well as any currently under development for compliance with Quality Standards 2. Continuing Education will review all independent study course materials to ensure compliance with appropriate standards and use department's template. 3. Liaise with Ontario Learn to ensure all courses offered are accessible 4. Alternate format that may be required should be available in accessible PDF format upon request of the student	Continuing Education	On-going On-going June 04 May 2004	 done	

3. Accessibility Objective: To create an environment where access is practiced in all areas of service delivery

Customer Service	Some service areas would benefit from Disability Awareness Training	Audit service areas to determine who requires appropriate training	GCC	On-going		
		Provide disability awareness and sensitivity training	GCC	Annually staff orientation		
Computers in front lobby	Would be more accessible with disability software	Identify necessary assistive devices/software and install on accessible computer (one on ground level)	GCC & college services	Oct 04		

Emergency phones	None are accessible to wheelchair users	Switch existing phones to a ONE-BUTTON system that would connect instantly to Emergency Services and promote for emergency use@ only with appropriate signage and communicate internally	GCC & college services	Oct 04		
Security Desk	Counter is not accessible to persons using wheelchairs	Accessibility Committee recommend to Building Maintenance to lower counter to accommodate wheelchair users	Building Maintenance			
4. Accessibility Objective: To provide a high level of accessible services in all areas of communication						
Use of public elevators	Appropriate courtesy and etiquette towards persons with disabilities should be promoted	Install signage to encourage more appropriate use of elevators	Wellness Committee	Sept 04	Done	
		Provide disability awareness and sensitivity training through articles in the school newspaper and participation in Wellness Committee events	Wellness Committee, GCC	On-going		
		Communicate internally when elevator is not functioning	College services	June 04	Done	
Staff awareness	Awareness regarding accessible features of the campus	Increase awareness through education of college staff	Gcc	ongoing		
		Provide information regarding accessibility features, hours of operation, exits and entrances using Monitor system (or electronic map) Prepare a reference map@ identifying accessibility features within college community. Distribute to appropriate department and place in front lobby	GCC College services GCC/ college services	Dec 04		
Switchboard	Inaccessible to persons with hearing disabilities	Promote alternate communication methods	GCC	Immediately		
		Advertise and promote Glenn Crombie Centre TTY through college materials	GCC	Immediately		
		Ensure TTY number remains listed in the telephone book	GCC	ongoing		

Emergency Services Staff	Need training in alternate forms of communication (hearing disabilities)	Provide communication training to emergency services staff Establish a protocol which outlines personnel available to assist (i.e ASL interpreters)	GCC College Services	Dec 04		
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5. Accessibility Objective: To promote accessibility in all internal and external electronic communications

Website	Corporate template and style sheets need to follow W3C's priority 1 standards (Bobby)	Member of Accessibility Working Group should be a member of the web site. All new web pages need to be analyzed for compliance with W3C priority content accessibility guidelines before being linked to Cambrian site. Design of corporate template and style sheets needs to extend to departmental homepages and all college portals Accessibility options including free screen reader download need to be posted on front page	Website committee	Ongoing as new homepages are created		
	program and contact information needs to remain current	Develop timeline policies and procedures for keeping content current	Marketing			
	Accessibility contact is not readily discernable, as considerable navigation is required to find disability services.	Display accessibility logo on homepage that links to contact for accessibility services and on-line reporting of accessibility barriers	Marketing			
	Content writers need to be more cognizant of using clear and concise language, making greater use of headings, vertical lists, and shorter sentence structures	Continue ongoing review of content accessibility	Marketing			

T.V. Monitors	Many students and staff are unaware that AcadNet hosts a online version of monitor information that will allow auditory access through screen readers.	Investigate methodologies to encourage awareness among students and staff	GCC			
WebCT and Purchased licenses to link with external engines and sites (e.g. Library links)	Not all of our suppliers meet priority level 1 Bobby review; however, Bobby review of external applications can only be conducted by the developers themselves.	Develop inventory of all externally generated purchased applications and links Request all vendors (existing and future) supply written confirmation that their product meets priority level 1 Bobby review, or an indication of a plan to improve its product toward meeting this standard. Further action on non-compliant products will need to be reviewed on case-by-case situation	Responsibility of purchaser			
External links	Free links to external websites imbedded in course content, webCT courses and Cambrian website are often inaccessible	Raise faculty awareness of accessibility issues on websites they are recommending.	Responsibility of initiator			
6. Accessibility Objective: To provide print information in accessible formats						
Academic Books	Preference needs to be given to textbooks that also have CD-ROM versions available. Currently, Glenn Crombie Centre provides scanning services and access to screen reading computers within its facilities	Encourage faculty to enquire about availability of alternative format versions of textbooks from publishers Provide scanning services and screen reading software in all college labs	Reinforcement from Deans / GCC staff	May/June		

Recruitment and Admission Mail outs.	Print materials should indicate how students can acquire information in alternative formats of choice and the accessibility contact.	Accessibility contact information and needs to be indicated on all print materials including Cambrian's calendars and letterhead logo. Use of accessibility symbols or Glenn Crombie Centre identifier will enhance this visibility.	Liaison Office		Done Spring, 2004	
		Compile inventory of internally generated print materials (including mail outs, calendar, brochures, forms, manuals) for Liaison Office for tracking compliance.	Liaison Office and Information Management students & GCC	June 2005		
		Compile similar inventories for Marketing and other college departments	TBA	June 2006		
College calendar	Indicate procedures for self-identification and contact.)	Create self-identification registration feature on Student 411 with a link to free screen reader download Glenn Crombie Centre should examine potential for appointment booking on line	GSS Computer services marketing	Jan 2005		
	Process for obtaining alternative format calendar is not clearly indicated	Method of accessing alternative formats should be clearly indicated. Alternative formats could be enhanced with the provision of video clips of program offerings	Marketing and Institutional Relations	June 2005		

7. Accessibility Objective: To identify and remove physical barriers

Barrier	Impact	Suggestion	Cost	Priority
Door Handles	Persons with manual dexterity problems have difficulty opening doors	<ol style="list-style-type: none"> For future building, only “bar” knobs should be used Retrofit critical areas used by students 	To be determined by college services	Med
Stair Treads and Approach	Safety hazard for persons with visual difficulties	Paint in contrast colours on step edges and area leading up to the first step	To be determined by college services	High
Colours throughout building	May be a safety hazard for persons with visual difficulties	<ol style="list-style-type: none"> Paint areas in contrasting colours Special attention to mullions, rails, projecting fixtures 	To be determined by college services	High
Light Switches	Many switches are too high for persons who use wheelchairs to access	<ol style="list-style-type: none"> Consider lowering for future building retrofit on a schedule in critical areas used by students 	To be determined by college services	low
Fire Alarms/ Fire evacuation areas	Some are too high for some individuals to access including phones	<ol style="list-style-type: none"> Considering lowering for future building retrofit on a schedule 	To be determined by college services	med
Door Openers	Some doors not functional eg. Norcat entry) and others required (hall to Norcat) – without these doors, passage is difficult and may be a safety risk	<ol style="list-style-type: none"> repair door into Norcat install additional door(s) as needed in high traffic areas such as the hall to Norcat 	To be determined by college services	High
Designated Parking SPaces	Space near Norcat is at the far end of the parking lot rather than within easy reach	Repaint lines	To be determined by college services	low
Elevators	Long waits frequently for persons who require the elevators	<ol style="list-style-type: none"> signage encouraging use of stairs additional elevator added in fifth stage 	To be determined by college services	med
Curb Cuts and Ramps	Some clients are unable to enter the door into Norcat	Install curb cuts and build a ramp	To be determined by college services	med
Evacuation EXIT signs	Some signs are not visible, or broken, making them ineffective	Repair or install adequate EXIT signs throughout the building	To be determined by college services	high
Inaccessible areas in college	Persons who use wheelchairs could find themselves in an area that is difficult for them to navigate safely	Install signage indicating that the area is inaccessible to wheel chair users	To be determined by college services	high

As a general principle, all new construction or retrofits to the College facilities must meet CSA barrier-free standards as a minimum