St. Clair College

ACCESSIBILITY ANNUAL STATUS REPORT

September 2020 – August2021

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1.0   Executive Summary

At St. Clair College (SCC), we believe in and promote the rights of all persons with disabilities as enshrined in the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (2005) and its related Accessibility Standards Regulations. The College is committed to fostering a rich working and learning environment that affirms the rights of all persons, including those with disabilities, to have access to equal opportunity in employment, education, accommodation, or business dealings with the College.

This document was prepared in consultation with the SCC Accessibility Committee. The report describes (1) the measures that St. Clair College has taken in the 2020/2021 year, and (2) the measures that St. Clair College intends to take during 2021/22 to identify, remove and prevent barriers to people with disabilities who access and/or utilize our facilities and services. This document will be created annually and posted to the college website before March 31st.

St. Clair College committed its accessibility efforts in 2020/2021 and will focus its accessibility efforts in 2021/22 by:
   a) Continuing to proactively review the campus physical environment.
   b) Ensuring that all renovation/construction projects are completed within accessibility standards.
   c) Ensuring that AODA legislated standards are met, and St. Clair College policies are developed in compliance with the integrated accessibility standards.
   d) Identifying and removing physical barriers within the limits of available financial resources.
   e) Improving awareness of disabilities and the effects of living with a disability.
   f) Applying for accessibility funding opportunities to remove or reduce barriers.
   g) Removing learning and support access barriers for students studying remotely.

2.0   Aim

This report addresses the identification, removal, and prevention of barriers to persons with disabilities in the College's policies, programs, practices and services.

The aim of this report is to identify:

- The measures the college has taken during the 2020/21 year to identify, remove and prevent barriers to persons with disabilities, and ensure the organization assessed its policies, programs, practices, and services to determine their effect on accessibility for persons with disabilities.
- The measures the organization intends to take in the 2021/22 year to identify, remove and prevent barriers to persons with disabilities.
- All other information that the regulations prescribe for the purpose of the report.
- Provide that the Accessibility Annual Status Report be made available to our students, staff, and the public.

3.0   About St. Clair

Vision:
Excellence in all we do.

Mission:
Transforming lives and strengthening communities through high-quality and accessible educational experiences that support career readiness, innovation, and life-long learning.

Values:

- Accessibility
- Accountability
- Collaboration
- Diversity
- Inclusivity
- Integrity
- Quality
- Respect
- Sustainability
- Transparency

4.0   The Accessibility Advisory Committee

Our Accessibility Committee consists of the Director of Student Services as the Chair with representation from all divisions of the college.

NAME	TITLE	DEPT/SCHOOL
Art Barron (Chair)	Director, Student Services	Student Services
Gerri General	Counsellor	Provincial Representative
Lianne Sorrell	Campus Nurse	Health Services
Nicole Chencharik/ Zara Djarmasena	Administrator	Financial Services
Mark Colangelo	Faculty	Local 138 South/Thames
Don Crowder	Counsellor	Disability Services (Downtown)
Shirley Malette	Deaf & Hearing Impaired Coordinator	Student Services
Josie Donato	Student	Member at Large

Beth Pirouet	Administrator	Human Resources
Beth Storey	Administrator	IT Services
Melanie DeSchutter / Juli Vlaminck	Administrator	Registrar's Office
Laurisa Kapetanov	Faculty	Local 138 South
Conrad McCulligh	Support Staff	South (Local 137)
Mary Beth Rush	Support Staff	Thames (Local 137)
Moe (Mohamad) Nadi	Student	South Campus

5.0 St. Clair College's Commitment to Accessibility Planning

St. Clair College supports the Ontarians with Disabilities Act, Bills 125 and 118, the legislated Accessible Standards, and is committed to expanding its access and support to all persons with disabilities, by having as its goal a barrier-free learning and working environment to enable academic and employment success. Therefore, the accessibility mission of St. Clair College will:

- Conduct ongoing review and update of St. Clair College policies, procedures, and practices to achieve sustained compliance with Bill 125.
- Conduct ongoing review and update of St. Clair College policies, procedures, and practices to achieve sustained compliance with Bill 118.
- Develop plans to achieve sustained compliance with the Final Integrated Accessibility Standards regulation under the AODA.
- Maintain and create a physical and technological barrier-free campus within the limits of available financial resources.
- Provide adequate information, awareness, and training to foster a supportive and inclusive environment, and work towards removing any attitudinal barriers.
- Continue to make reasonable accommodation for the needs of self-identified persons with documented disabilities, as per the Ontario Human Rights Code.
- Involve people with disabilities in the identification and prevention of barriers.
- Monitor the admission policies to ensure that self-identified students with disabilities are accommodated for admission to programs for which they are academically qualified.
- Continue to monitor program course load, examination procedures, and other academic requirements to permit self-identified students with disabilities to complete their program of study.
- Explore avenues for new funding as well as utilize existing funds to increase assistive technology and/or computer software/hardware technology for students with disabilities.
- Explore funding sources that may become available to assist St. Clair College with the costs associated in the removal and prevention of barriers to all persons with disabilities.

5.1 Accessibility Services Office

The St. Clair College Student Services Office is the centralized point of activities related to students with disabilities. Accessibility Counsellors assist students with disabilities to identify the most appropriate accommodations. Disabilities include visual and hearing loss, physical and mobility limitations, medical and mental health disorders as well as learning disabilities.

The Student Services Office serves as a resource for faculty and staff who work with students with disabilities and are available to answer questions, discuss disability issues, provide information, and support. There are Student Services offices on each of our campuses.

Windsor (Main Campus):
(519) 972-2727 ext. 4226
studentservices@stclaircollege.ca
Room 206

Chatham:
(519) 354-9100 ext. 3306
chathamstudentservices@stclaircollege.ca
Room 133

Downtown Windsor (St. Clair College Centre for the Arts):
(519) 972-2727 ext. 4348
sccastudentservices@stclaircollege.ca
Room 127

5.2 Self-Identification

Students are encouraged to self-identify to the Student Services Office as early in the admission process as possible, to plan accommodations to ensure equitable participation in all learning and evaluation activities within St. Clair College. A Student Orientation to Accessibility Resources is available at www.stclaircollege.ca/soar to assist students with disabilities to transition from their high school experience to success at St. Clair College.

Once self-identification occurs, students will meet individually with a Counsellor to develop an Accommodation Plan. Confidentiality is maintained within the parameters of the Freedom of Information and Protection of Privacy Legislation.

5.3 The Bursary for Students with Disabilities (BSWD)

Students with disabilities who qualify for OSAP may also qualify for a bursary. The individual student, the Financial Aid Administrator and the Counsellor jointly process the BSWD application. Students may use the bursary to support their disability-related educational expenses.

6.0   Barrier Removal Initiatives – September 2020 to August 2021

CATEGORY: Student Support Services - Accessibility Services, Library, etc.

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
Accessibility Services (South Campus)	Front counter not accessible.	Reconfigure front desk to have accessible side.	**Completed**
	Door to testing area lacks automated door opener.	Install automated doors to room 204 testing lab.	**Completed**
	Student waiting room is not wheelchair friendly.	Remove barriers for appropriate space.	**Completed**
SCCA – Student Services Rm 127/128	Student Services front counter too high.	Renovate front counter to include lower section.	**Completed**
	Wheelchair cannot enter student services area offices due to narrow doorway.	Renovate Student Services entrance to include wide door with automated door opener.	**Completed**
	Entryway and general office lighting is low.	Install new LED lighting to improve visibility.	**Completed**
	Grey drop box is too high.	Move to wheelchair accessible height.	**Completed**
Library (South Campus) and AV	Counter too high for wheelchair accessibility.	Lower a section of reception counter.	**Completed**
Accessibility Services (Thames Campus)	Insufficient space for accommodated testing.	Reconfigure available space and investigate alternate spaces for peak times.	**Completed**
	Lab too small to meet training needs.	Use available space (dedicated meeting room).	**Completed**
	No interim computer support for students during wait for computer purchase.	Extend lab hours.	**Completed**
		Make available laptops with assistive software for loan.	**Completed**
	Not enough digital recording devices for student use.	Buy 15 more digital recorders.	**Completed**

CATEGORY: Student Support Services - Accessibility Services, Library, etc.

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
Instructional Delivery	Lighting in some classrooms too low for sign language interpretation.	Identify and upgrade classrooms with poor lighting.	**Completed and Ongoing**
	Not all classrooms equipped for UID, only UID capable	Continue to equip classrooms with technology.	**Completed and Ongoing**
		Continue to include Blackboard technology.	**Completed and Ongoing**
		Continue faculty PD on Educator Awareness.	**Completed and Ongoing**
Classroom / Labs	Not all classrooms/labs contain adjustable desks or regular adjustable desks.	Order adjustable desks as classrooms are updated.	**Completed and Ongoing**

CATEGORY: College Wide - Physical Environment - Signage, Elevators, Lighting, Curbs / ramps, etc.

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
Alarms	Some parts of building not supplied with visual alarms.	Update areas of college as part of deferred maintenance plan.	**Complete and ongoing**
Lighting – South	Central stairway could be brighter to benefit visually impaired students.	Installation of new LED lighting.	**Completed**
Internal Elevators	Improve signage to direct to more accessible elevators.	Develop a standard for internal signage.	**Completed**
Internal Washrooms	Replace light switches with automated lighting - a person in a wheelchair cannot turn on/off light switch due to height.	Remove light switch stickers "turn off lights" and investigate ongoing replacement to motion censored lighting.	**Completed and Ongoing**
Internal Floors	Some floors may be slippery.	Slip-resistant treatments would be helpful; provide carpet/mat at high traffic entrances for wiping feet. Floors are monitored by maintenance staff daily.	**Completed and ongoing**
Student Centre – South	SC 112- Door to The SRC office lacks automated door opener.	Install automatic door opener.	**Completed**
	NW Vestibule (Student Centre)- the doors leading into that area cause concern.	Install automatic door opener.	**Completed**
	Entrance to Student Centre from main hallway- doors lack automated door opener.	Install automatic door opener.	**Completed**
Classrooms, office doors and exits (South)	Many doors are not automated ie. Pool viewing area, outdoor patios – 2nd floor, Athletic Change Room, Gym doors and South Exit near Gym, Room 206L and EPIC Genesis Centre.	All new builds and renovations to add automated doors where possible.	**206L and Genesis Centre Completed Other Spaces Ongoing**
Accessible buttons	Need repair - rooms: HR, Both entrances to FCEM 242, 320, hangar, Sportsplex, gym exterior entrance, room 1007.	Provide work order to facilities.	**Completed and Ongoing maintenance**
4th floor corridor (South)	Two sets of doors from elevator with no accessible buttons.	Work with facilities to correct.	**Completed**
	No accessibility button to washrooms (across from Rm 407).	Make renovations to areas to make them accessible.	**Completed**
	Women's washroom not accessible.		
	No accessible tables for wheelchair in various lab/classrooms.		
2nd floor (South)	Accessibility button to men's washroom near room 209 not working.	Make renovations to areas to make them accessible.	**Completed**
	Whiteboard is often blocking accessibility button near room 209.		
	No accessible tables in various labs/classrooms.		

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
1st floor (South)	Label on washroom doors near Rm 157 indicate they are wheelchair accessible but there is no accessibility button.	Make renovations to areas to make them accessible.	Completed and Ongoing
	Washroom door not accessible 147C.		
	No assessable tables in various table/classrooms.		
Basement (South)	Accessibility Button required for entrance to hallway leading to rooms 81-88.	Make renovations to areas to make them accessible.	Completed and Ongoing
	No assessable tables in various labs/classrooms.		
	No accessibility buttons to back entrance/patio.	Install automatic door opener.	Completed
Other	Repaint "no Parking zone" in parking lot located in front of Lot A.	Alert Facilities Management with Work Orders.	Completed
	Consider placing braille notification in more obvious areas at all washrooms/elevators.		
	Not all external doors are wheelchair accessible. This could be an issue if a fire.		
	Drinking fountains are not assessable to those in wheelchairs.		
Thames Campus	Vending machine area is not accessible.	Bring forward to Facilities Management.	Competed
Sportsplex (South Campus)	Ramp in front of Accessible Parking spot.	Facilities Management investigate to install.	Completed
Registrar's office	Not accessible for Wheelchair or walker.	Renovate Registrar office area.	Completed
Accessible counter does not exist	SRC copy centre; FCEM front counter; Lower Deck counter; Cafeteria service areas for soup; Thames Registration office;	Awareness to areas, recommendations for improvement.	Completed & SRC Ongoing
2nd Floor Bridge to FCEM from Main building not accessible.	Outdoor walkway is uneven and is not accessible by wheelchair.	Remove step from both entrance/exits, even out the floor and install automatic door openers.	Completed
Parking (Thames)	Some accessible spaces only have painted ground signage.	Work request for additional posted signage.	Completed
Main Entrance sidewalk (Thames)	Smoking stand needs to be removed from sidewalk currently a barrier for wheel traffic (chair/walker/scooter).	Work request to remove smoking stand.	Completed
Room 136 (Thames)	Steps do not have demarcation (contrasting/yellow) colouring.	Bring forward to Facilities Management.	Completed
Classroom Doors (Thames)	Classroom doors need Braille numbers	All renovations & new builds will include proper signage.	In progress
Registration (Thames)	Wheelchair cannot get underneath to provide student a flat writing surface.	Create an accessible counter.	Completed
Thames Hallway	Centre vertical bar is not clearly marked.	Bring forward to Facilities Management.	Completed

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
TD Centre	Lighting in stairway to 2nd floor is low.	Bring forward to Facilities Management.	**Completed**
	2nd floor is not accessible.	Mirror services available on first floor.	**Completed**
TD Centre	No quiet room/accessible software on a dedicated computer.	SRC is investigating possibility (Note: Main floor meeting room now equipped with software).	**Completed**
MediaPlex	Room 111 needs adjustable desk.	Install adjustable desk.	**Completed**
SCCA - 4th floor Academic Admin/ Faculty Offices	Counter/desk is too high	Create a section of the desk that is lower for wheelchair accessibility.	**Completed**
	Phone to contact faculty is too high.	Work order to lower phone.	**Completed**
	Lack of accessible meeting space for faculty and students.	Faculty now have use of an accessible meeting room (Rm 432).	**Completed**
	Door is too small (chair cannot get through).	Bring forward to Facilities Management.	**Completed**
SCCA – 4th floor	Resource room layout is not accessible.	Room is now fully accessible.	**Completed**

CATEGORY: Communication / Publications
Website, Handbook/Calendar, etc.

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
Marketing	New website not accessible.	Third party accessibility audit conducted on a regular basis.	**Completed and ongoing**
Registrar's Office	Counsellors do not have access to specific computer screens.	Provide access to screens as needed.	**In progress**
Student Services Page – College Website	Counsellor names outdated.	Update names with new staff.	**Completed**
	Off Campus Resources list incomplete.	Include Teen Health Centre.	
	Information regarding Interpreting Services Form to be filled out at Deaf and Interpreting Services Office is incorrect – now online process.	Rewording of instructions for accuracy.	
Career Central Page – College Website	No mention of services offered to students with disabilities.	Offer Job Coaching, employer education re: hiring graduates with disabilities, modified workplaces, technical devices, sign language interpreting services etc.	**Completed**

Area Evaluated	Accessibility Issue/Concern	Strategy for Improvement	Status
College Website – General	Campus Tour Request form does not include space to indicate the need for any special needs/requirements for tour.	Include a space for students to request additional support or accessibility needs on the online form.	**Completed and Ongoing**
	Online campus maps do not highlight all accessible washrooms and parking areas.	Update maps.	
Bursaries and Scholarships	Bursary and Scholarship information specifically for students with disabilities is not readily available.	Need additional methods to convey this information to incoming students as well as current students.	**Completed**
		Establish a marketing strategy.	
College Promotional Videos	Not all material has Closed Captioning.	Ensure that all videos and You Tube material is Closed Captioned.	**Completed and Ongoing**

7.0   Barrier-Identification Methodologies

St. Clair College continuously strives to improve its accessibility services. Some ways we work towards fulfilling our commitment to accessibility include the following:
- The Accessibility Advisory Committee meets as required to identify barriers and offer suggested improvements.
- The College invites outside organizations to provide recommendations on how to improve our facilities.
- Students and staff are encouraged to submit accessibility concerns to the Accessibility Committee through the College website's barrier identification form.
- College building audits are completed in collaboration with students requiring accessibility to understand barriers they may encounter.

St. Clair College is committed to making every effort to establish policies, practices and procedures that are consistent with the principles laid out in the Accessibility Standards for Customer Service Regulations:
- The services provided by members of the St. Clair College staff are provided in a manner that respects the dignity and independence of persons with disabilities.
- The goods and services provided to persons with disabilities are integrated unless an alternative measure is necessary, to enable a person with a disability to obtain, use and benefit from the goods and services available.
- St. Clair College encourages the use of assistive devices by persons with disabilities.
- When communicating with a person with a disability, St. Clair College staff does so in a respectful manner that considers the person's disability.
- St. Clair College policies, practices and procedures relating to persons with disabilities, is available online and upon request and in alternate formats.

8.0   Barriers addressed in 2020/21

- Accessibility Audit was completed to identify and address barriers on all campuses.
- Outside walkway to second floor bridge from Main building to FCEM at the South Campus was renovated to make it wheelchair accessible.

- South Campus Registrars office front counter was renovated for accessibility.
- South Campus Security and Parking Counter was renovated for accessibility
- Downtown Campus SCCA – Student Services renovation to add wheelchair accessible counters and automatic doors.
- New builds including SportsPark, GEM Residence, and Academic Tower built to current accessibility standards.

9.0   Barriers to be addressed in 2021/22

- FCEM and Health Science building at South Campus will be installing automated sliding doors to main entrances.
- Automated sliding doors will be installed on the north side of main lobby and a second set of sliding doors installed on south side at South Campus.
- Budget plans for removal of barriers have been identified in the 2021-2023 Accessibility Plan.

10.0   Review and Monitoring Process

- Communicate accessibility issues with annual updates:
  - to staff through all administrators' meetings.
  - to students through student government meetings.
- Refresh committee membership as required by incorporating Accessibility Committee information and calls for membership:
  - through new staff onboarding processes.
  - in THRIVES online orientation for students.

11.0   Communication of the Accessibility Annual Status Report

- Post on the St. Clair College Website: https://stclaircollege.ca/student-services/accessibility-resources

12.0   Summary

In accordance with the Accessibility for Ontarians with Disabilities Act 2004, which aims to improve accessibility standards for Ontarians with physical and mental disabilities to all public establishments by 2025, St. Clair College prepared its Accessibility Annual Status Report for release in February 2022

St. Clair College is committed to the continual improvement of access to College campuses, facilities and services for students and staff with disabilities as well as the participation of people with disabilities in the ongoing development and review of its annual Accessibility Status Reports. St. Clair College intends to use available and emerging resources, including a review of other institutional plans, government documents, templates and consultation with members of the accessibility community in an effort to maintain the best possible process for the identification, prevention and removal of barriers to persons with disabilities and beyond.

Approved by: The Accessibility Committee - January 27, 2022
                         St. Clair College Senior Operating Group -