

## Student Accessibility Advisory Committee (SAAC)

### Meeting Minutes

Friday, June 25, 2021

Kim Miller, Co-Chair	Elizabeth Mohler	Leighton Schreyer
Alex Fortier-Engs <b>REGRETS</b>	Emily Good	Melissa Brideau
Andrew Speer	Havina Rajeswaran	Sahiba Badyal
Asil El Galad	Jacqueline Sally Co	Sandy Robinson
Brianne Lallean	Jonathan Alexander	Sarah Brunke
Britney Lamb	Joy Cameron	Sohini Chatterjee
Courtney Young	Lauren Sanders	Steph Atkinson

#### 1. Land acknowledgement

#### 2. Introductions

#### 3. Terms of Reference

a. Available on OWL

##### b. Discussion regarding draft terms of reference

- i. Situated in broader context: external review started at beginning of pandemic and resulted in report from external reviewers
  1. Report and recommendations available online
- ii. Focus on Accessible Education (AE) and accessibility more generally
  1. Key finding is that we are far behind other universities
- iii. SAAC borne out of recommendations
- iv. Academic Support & Engagement (ASE) is a support unit, not an academic unit, so scope of Kim's (staff co-chair) practice, work of her team is situated primarily on co-curricular front; AE bleeds into curricular because of accommodations work
- v. No authority over faculty members, faculties, so we will find ways to introduce suggestions on faculty side of house, primarily through the Implementation Committee, with representatives from SAAC
- vi. This committee's focus is on co-curricular experiences
  1. Reviewers heard that students feel excluded from social fabric of university, for many reasons

2. There will be moments where SAAC will be asked to weigh in on other accessibility-related work taking place in different pockets on campus
- vii. Roles and responsibilities
    1. Complete any advanced preparation and attend as best as can
    2. Send regrets ([ase@uwo.ca](mailto:ase@uwo.ca)) if cannot attend a meeting
- c. Committee member suggested we need to look at more than just co-curricular side of things**
- i. Report was more comprehensive than this plus there will be representation at implementation committee
    - There will be space at these meetings for conversations that are happening in parallel at implementation committee; SAAC representatives will bring info back, discuss, share back; continuous feedback loop
    - Chance that we will move into some sub-committee work on specific topics
    - Need to think strategically about how we position SAAC in the broader context
- d. Committee member suggested that to be fair to those not on SAAC, need to find way to hold ourselves accountable**
- i. Minutes can be publically shared on the committee website so anyone can see what we discuss
  - ii. As we identify action items, we can track progress and report on accomplishments, timeline of progress
  - iii. Provide mechanism for non-committee members to interact with the minutes, for example an online form where someone can raise concerns, ideas, etc. for the committee to consider
  - iv. Hold occasional open meetings for general student population, to allow for sharing, feedback, concerns and then use that to inform committee discussions
  - v. Share any recommendations that committee is making with general student population through a survey to solicit feedback
- e. SAAC will still play a role in what implementation committee will prioritize**
- i. Student voice will be important regardless of what topic is being explored
  - ii. Co-chair's goal is to situate SAAC as a key voice for feedback; SAAC representatives will share collective voice of committee with implementation committee
- f. Request to produce some kind of visual map of different committees to help members better understand similarities/differences**
- i. Co-chair will provide something once the terms of reference for the implementation committee are set

**g. Committee member inquired about committee's budget**

- i. Stipends for committee members coming out of general AE budget
- ii. Accessibility Programming Coordinator role to focus on co-curricular programming specifically for students with disabilities
- iii. Other funds will be available for programming ideas

**h. Committee member suggested that one area of focus for SAAC is to advise on how to better shine light on what is already available (e.g. bursaries) for students with disabilities**

- i. This may be a good point to raise in the next meeting when we discuss website content

Other comments regarding the Terms of Reference can be shared through OWL; we will re-visit the terms at our first Fall meeting.

#### **4. Team Agreements/Commitments**

- a. Group norms help us hold each other accountable
- b. This is a living document and committee members may re-visit it to make additions or remove items at any time. If a committee member wishes to amend the team agreements, then they can request that it be added to a meeting agenda
- c. Co-chair has summarized items that came forward from initial discussion, and document will be shared on OWL

#### **5. Implementation Committee**

- Received two undergrad applications and two graduate applications
- Committee will decide one from each category
- Removed name references from applications, put in OWL for review, and then poll made available to vote
- Provided some feedback on what committee may want to consider when selecting representation; consider previous experience representing diverse voices, speak persuasively, professionalism, diplomacy/tact

#### **6. Housekeeping**

a) Meetings

- Seeking co-chair
  - Discussed ideas for a process for identifying interest
    - Reach out to Co-Chair to express an interest and then ask interested committee members to share with the group why they are interested, what qualifies them to be co-chair, etc. and then set up an anonymous voting system

# Western Student Experience

- Share responsibilities with committee members in an email so everyone understands what is required of role
- Could consider similar process be used for selecting implementation committee representatives
- Give options of how to introduce self (e.g. video ahead of time, present in moment, written submission, etc. ) for application
- Generally speaking, we will have a practice of co-creating the agenda, with a call for agenda items from the committee as a whole
- We will have a meeting in July and then we will plan to break from meetings for August and September before reconvening in October, once everyone knows their fall schedule; there may be communication and actions required during months when committee does not meet
  - Timing of meetings; some people's classes are 9:00-4:00 so challenging to meet during day
  - Need to be mindful of time zones
  - Tension between employment and meetings
  - Consider evening meetings
  - Difficult to commit to a standing meeting time for some
    - preference to schedule each meeting a few weeks in advance; at least 3 weeks in advance to send doodle and confirming at least 2 weeks in advance would be useful
    - a week following meeting, begin process for setting next month's meeting
  - Co-chair can assist with this process
  - Unlikely to get full participation at every meeting

## b) Remuneration

- We will divide the honorarium into two payments; one in December and one in April. Closer to December you will be provided with a form that will need to be completed.

We ran out of time to get to the remaining items on the agenda (OWL, website, information sharing). These items can be dealt with electronically, and the co-chair will send them out under separate cover.

A recording of the meeting will be added to OWL.

## ACTION ITEMS

June 25

Action Item	Responsibility	Due Date	Notes
Review minutes and provide feedback	Committee as a whole	August 6	
Publish minutes on website	Co-chair	August 13	
Create progress chart and share on website	Co-chair	Mid-September	Will have ready for Fall meeting for committee to provide input
Create feedback mechanism for website	Co-chair	August 6	
Create feedback mechanism for public input on committee recommendations	Co-chair	Mid-September	Will have ready for Fall meeting for committee to provide input
Review team agreements	Committee as a whole	Ongoing	
Complete surveys on website and photoshoot questions	Committee as a whole	August 6	
Create visual map to delineate differences between SAAC and implementation committee	Co-chair	Mid-September	
Share role description and process for second co-chair position	Co-chair	August 13	