

# Student Accessibility Advisory Committee Terms of Reference

Last updated May 2025

## Role/Purpose

The Student Accessibility Advisory Committee has been established to better understand the co-curricular programming needs of students with disabilities at Western and make recommendations that aim to ensure that co-curricular programs, supports, and services in Student Experience are fully accessible.

## Vision

Barrier-free access for all students to be able to equitably experience Western University.

## Term

Term will be two years from start date, or once you have completed your studies, whichever end date comes sooner.

## Membership

Membership on the Student Accessibility Advisory Committee is determined through an application process and applicants are vetted by a selection committee. The Student Accessibility Advisory Committee will be comprised of:

- Staff Member, Accessible Education (co-chair).
- Student co-chair.
- Undergraduate, graduate, professional and other (e.g., diploma or certificate) student representatives including one representative from each of the faculties, as well as Western's two affiliated university colleges; members will also represent a diverse range of disabilities, genders, ethnicities/race, and experiences.
- Two students-at-large (i.e., someone that may/may not live with a disability but supports people with disabilities and is actively committed to the principles of equity, diversity, and inclusion as they pertain to accessibility) selected from any faculty of study.

## Meetings

- Meetings will be held once a month for two hours each, with the exceptions of April, August, and December.
- Meeting agendas, and required preparation, will be provided in advance and meeting minutes will be recorded and posted, along with the agendas, on the committee's webpage.

## Attendance

As this committee meets monthly, attendance is required by its membership. Quorum for this committee is two thirds (2/3) its total membership. It is also suggested that committee members attend for the full duration of the meeting.

If something arises and a member is unable to attend, they are required to email [aeu@uwo.ca](mailto:aeu@uwo.ca) to send regrets in advance of the scheduled meeting.

## Scope

The Student Accessibility Advisory Committee serves to advise on accessibility on Western main campus, and Huron University College.

Kings University College has their own Accessibility Services unit and are not under the scope of responsibilities for the Student Accessibility Advisory Committee.

## Roles & Responsibilities

- Review any relevant background materials, including -but not limited to- meeting minutes and agendas before each SAAC meeting.
- Attend regular SAAC meetings each month during the fall, winter, and summer terms, except during the months of December, April, and August.
- Be fair and respectful to fellow SAAC members, staff, and the campus community by understanding and recognizing the limitations of their individual and collective authority.
- Respond to any SAAC-related emails and/or Microsoft Teams communications from SAAC staff members and/or SAAC co-chair within 48 hours, unless specified otherwise.
- Share the student body experiences, opinions, and/or concerns regarding the accessibility of programs, services, and initiatives coordinated by Western Student Experience, specifically from students within their respective faculty or faculties.
- Support, plan, and complete tasks necessary to execute and promote SAAC-led programs, services, and initiatives.
- Serve as a representative for SAAC by participating in SAAC events.
- Recommend and/or recruit fellow students as potential SAAC members.
- Assist with training and on-boarding incoming SAAC members.