Created March 2013
Revised February 2015

Guidelines for Establishing a Faculty Accessibility Advisory Committee and a Faculty/College/School Accommodation Team

Contents

Accessibility Advisory Committee 2
- Membership of the AAC 2
- Responsibilities of the AAC 2

Accommodation Team 3
- Membership of the Accommodation Team (AT) 4
- Responsibilities of the Faculty/College/School AT 4

Sample Outline for a Faculty Accessibility Advisory Committee Annual Report* 5
- Committee- General Information 5
- Committee Membership 5
- Committee Activities 5
- Student Accommodations (Academic Year) 5
- Additional information 6
  - Comparison over time 6
  - Academic Success 6
  - Accommodations or Considerations of Note 6
  - Appeals 6

The Board of Governors approved The University of Manitoba Accessibility Policy on November 25, 2014 as recommended by Senate on November 5, 2014, which approved the two related procedures: Student Accessibility Procedures and Student Accessibility Appeal Procedures. These documents were effective January 1, 2015.

The University of Manitoba Procedure on *Student Accessibility* has designated Student Accessibility Services (SAS) to facilitate the implementation of accommodations for students with documented disabilities.[1]

[1] http://umanitoba.ca/admin/governance/media/Student_Accessibility_Procedure_-_2015_01_01.pdf

The majority of accommodations that SAS recommends and/or implements are 'standard' which are informed by best practices and in the field of reasonable accommodation and post secondary education. Standard accommodations are implemented through the letters of accommodation that SAS provides to academic staff members. For additional information please refer to the SAS website http://umanitoba.ca/student/saa/accessibility/ and follow the links to the UM Accessibility Policy as well as additional resources such as the SAS Faculty Handbook.

As per one of the recommendations of the *ad hoc Committee of the Senate Executive to Examine Accommodation of Students with Disabilities and Governance Procedures Related to Academic Requirements*, each Faculty/School/College is to establish an Accessibility Advisory Committee and an Accommodation Team (see Student Accessibility Procedures sections 2.15 – 2.25).

This document provides guidelines for establishing accommodation teams and accessibility advisory committees including membership, mandate, best practices as well as a template for annual report by the Accessibility Advisory Committee.

The work of the Accessibility Advisory Committee and the Accommodation Team will be informed by the faculty/school/college essential skills and technical abilities documents for academic programs subject to accreditation and bona fide academic requirements for academic programs not subject to external accreditation.

Accessibility Advisory Committee

Each Faculty will maintain an Accessibility Advisory Committee.

Membership of the AAC

The Faculty AAC shall consist of the following staff:

a) The Committee Chair will be the Associate Dean (or designate), as appointed by the Dean/Director;
b) 4-6 academic staff members of the Faculty as appointed by the Dean/Director;
c) a staff representative from SAS in a consultative role.

Responsibilities of the AAC

The AAC will be responsible for:

a) advising the Dean on all matters related to accommodations including the resolution of conflict
b) reviewing impact of accommodations on academic standards.

Other resource personnel from within or external to the university may act as consultants to the committee.
As the AAC is advisory to the Dean/Director and may, at times, be in receipt of and requested to consider student personal and health information, student membership on the AAC is not recommended.

A Faculty AAC role is to:

- meet a minimum of two times per year;
- set policies;
- receives reports from the SAS representative;
- monitors trends internally, locally, and nationally re: appropriate accommodations/approaches to accommodation;
- receives reports from the Accommodation Team and monitors, on a generally higher level, progress of students receiving accommodation, at times recommending changes in support;
- support the Accommodation Team in working through the logistics of accommodations, including the acquisition of resources;
- generally monitor and ensure student awareness of procedures and processes; and provide an annual report to the Dean, Faculty Council and Vice-Provost, Students (a copy of the report shall also be provided to the Coordinator of SAS). *An AAC annual report template is found at the end of this document.*

The AAC will establish practices to include the following:

- a process to keep student identifies anonymous, unless not feasible based on the requirement of the student
- a process for prompt approval of routine or typical accommodations requests
- a process to work with and support the faculty/college/school Accommodation Team

Accommodation Team

Accommodation Team (AT) means the faculty/college/school team established to work with individual students on the provision of accommodations when SAS identifies the accommodation as *nonstandard or unusual* for the circumstances. The AT will be engaged early on in the process when necessary.[2]

[2] http://umanitoba.ca/admin/governance/media/Student_Accessibility_Procedure_-_2015_01_01.pdf

Membership of the Accommodation Team (AT)

As per the Student Accessibility procedure[3], each faculty/college/school will maintain an Accommodation Team

The faculty/college/school AT shall consist of the following staff appointed by the Dean/Director of designate:

- One or more representatives from the faculty/college/school who have expertise and responsibilities in the area of student academic progress;
- a faculty/college/school academic staff person who can offer insight into the essential requirements of a course/program or Bona Fide Academic Requirements; and
- the SAS staff person assigned to faculty/college/school as member of the team.

The AT may consult with or add individuals to meetings as needed e.g., an academic staff member with content or assessment expertise in a particular field of knowledge.

Responsibilities of the Faculty/College/School AT

The Accommodation Team (AT) shall have the following responsibilities:

a) meet monthly and/or as required
b) work with individual students on the provision [of non-standard] accommodations
c) review *non-standard* accommodation recommendations made by Student Accessibility Services (SAS)
d) facilitate the implementation of *non-standard* accommodations
e) monitor individual student progress
f) ensure that established processes and procedures are understood and are being followed
g) provide information, as appropriate and on a 'need-to know' basis, to the respective AAC and to other individuals as needed; and
h) at least annually provide a report to the respective AAC.

Faculties, colleges and schools are encouraged to develop documents according to these guidelines so that internal processes are established regarding their respective Accessibility Advisory Committee and Accommodation Team.

These internal documents should be reviewed and approved by faculty/college/school council and are not required to be approved by Senate.

[3] http://umanitoba.ca/admin/governance/media/Student_Accessibility_Procedure_-_2015_01_01.pdf

Sample Outline for a Faculty Accessibility Advisory Committee Annual Report*

<Report period is May 1, 201X to April 30, 201Y>

*****The report should not contain any information that would identify or reveal Personal or Health information about a student.

This is an annual report to the Dean, Faculty Council and Vice-Provost (Students). A copy of the report shall also be provided to the Coordinator of Student Accessibility Services (SAS).

Committee- General Information

The Accessibility Advisory Committee (AAC) was formed in Date, Month, Year

Committee Membership

Include list of members and Chair

Committee Activities

In this section include summary information about the AAC's activities for the academic year, e.g.,

- Number of Meetings
- Reports to/from the Accommodation Team/Accommodation Liaison
- Process issues
- Other concerns and/or other factors impacting the work of the AAC.

Student Accommodations (Academic Year)

This section should include general information in a summative format about:

- the number of students in the faculty who are registered with SAS,
- the categories of disabilities (these categories are used by SAS and assist in 'masking' student identities),
- the number of students accommodated,
- the number of new requests for accommodations, and
- the range of accommodations provided and frequency of accommodations.

This information will be provided by the Student Accessibility Services (SAS) staff and the Accommodation Team as they will verify data with the SAS office. The summary data from SAS will be available in September following a completed reporting year.

Where possible, please include general commentary about the number of students and or accommodations that are provided and if there are observable changes from one year to the next. For example, '…an increased number of students have received accommodations related
to assistive technology' or '...the most common accommodation was extended time as an exam accommodation'.

Additional information can be provided, for example:

Comparison over time

In this section trends or other observations related to the work of the AAC from year to year and/or over time can be noted.

Academic Success

In this section include information about the timing of when students typically request accommodations (e.g., how many are academically 'at risk' or failing and did these students successfully complete the course/year and of those not failing include statements about their academic progression.

Accommodations or Considerations of Note

Include information about unique or very challenging accommodations and any achievements and success stories.

Appeals

Include information about any appeals arising from decisions of the AAC and the result of those appeals.