Accessibility Advisory Committee
Terms of Reference

1. PURPOSE AND MANDATE

1.1 Purpose/Mandate: The Accessibility Advisory Committee (“Committee”) of the Rady Faculty of Health Sciences (“RFHS”) is established with the following responsibilities (i.e., its “Mandate”):

(a) Advising the RFHS Dean (“Dean”) and Vice-Provost (Health Sciences) (“Vice-Provost”) on all matters related to accommodations including the resolution of conflict; and

(b) Reviewing the impact of accommodations on academic standards within the RFHS, including its component Colleges.

1.2 Rationale for Committee Formation: Pursuant to the University of Manitoba Student Accessibility Policy and Procedure, each Faculty and/or College is required to maintain an Accessibility Advisory Committee. The RFHS Dean’s Council determined that it serves the best interests of the RFHS and its Colleges to have one Accessibility Advisory Committee that serves all of the Colleges as well as the programs within the RFHS that do not fall within a specific College (e.g. the Interdisciplinary Health Program, and the Continuing Competency and Assessment programs).

1.3 Clarification on Purpose/Mandate: In addition to this Committee, each College within the RFHS is required to maintain an Accommodation Team. As well, other programs within the RFHS that are not otherwise included within an Accommodation Team of a College, will be required to maintain an Accommodation Team (on an as needed basis). This Committee is not intended to act as a substitute or duplicate forum to address issues over which an Accommodation Team of a College or an Accommodation Team of a program within the RFHS, has jurisdiction.

2. REPORTING AND ACCOUNTABILITY

2.1 Accountability: The Committee is advisory to and accountable to the Dean and Vice-Provost.

2.2 Reporting: The Committee, through the Chair, shall provide a written annual report to the Dean and Vice-Provost, the RFHS Faculty Council and the Vice-Provost (Students) once per calendar year. A copy of the report shall also be provided to the Director of Student Accessibility Services (“SAS”).
3. **CHAIRPERSON AND COMMITTEE MEMBERSHIP**

3.1. **Chair:** The Chair of the Committee shall be appointed by the Dean and Vice-Provost. The Chair is responsible for the following at Committee meetings:

   a) Calling the meeting to order;

   b) Establishing an agenda and ensuring agenda items are addressed;

   c) Ensuring the minutes from prior meeting(s) are reviewed and approved by the Committee (with or without modification);

   d) Facilitating discussion to reach consensus on matters under consideration in a professional manner;

   e) Adjourning meetings after business is concluded; and

   f) Acting as the main representative of the Committee.

3.2. **Membership:** The Committee membership shall then consist of the following members, in addition to the Chair:

   (a) A representative from each Accommodation Team of the Colleges within the RFHS, i.e., academic staff members in the following roles:

      i. The Chair of the Accommodation Team, College of Dentistry;

      ii. The Chair of the Accommodation Team, College of Nursing;

      iii. The Chair of the Accommodation Team, Max Rady College of Medicine;

      iv. The Chair of the Accommodation Team, College of Pharmacy;

      v. The Chair of the Accommodation Team, College of Rehabilitation Sciences;

   (b) The Chair of each Accommodation Team that exists for a program within the RFHS but outside a specific College (or an authorized representative of such program if there is no Accommodation Team in place for that program); and

   (c) A staff representative from SAS in a consultative role.

3.3. **Diversity of Membership:** The RFHS strives to achieve diverse membership on its committees that is reflective of its commitment to diversity and inclusion and this should be considered in the appointment of Committee members.

3.4. **Liaisons:** Committee members shall serve as liaison persons with others in the areas from which they are appointed.

3.5. **Best Interests:** Committee members shall deal with matters before the Committee in such a way that the best interests of the RFHS take precedence over the interests of any of its constituent parts, should those interests conflict or appear to conflict.

3.6. **Consultation:** In carrying out its role, the Committee may call upon various resources as it deems required.
4. **TERM OF OFFICE**

The term of office of each Committee member shall be until the first of the following occurs:

(a) The individual no longer holds the position noted in 3.2;

(b) The term of the appointment ends; or

(c) The appointment is rescinded by the appointer.

5. **FUNCTIONS AND ACTIVITIES OF COMMITTEE**

5.1. As part of its Mandate, the Committee will engage in the following activities:

a) **Advise:** The Committee will advise the Dean and Vice-Provost on all matters related to accommodations including the resolution of conflict;

b) **Review:** The Committee will review the impact of accommodations on academic standards;

c) **Recommend:** The Committee will recommend RFHS or College policies and processes;

d) **Receive:** The Committee will receive reports from the SAS representative;

e) **Monitor:** The Committee will monitor trends internally, locally, and nationally regarding appropriate accommodations/approaches to accommodation;

f) **Support:** The Committee will support the Accommodation Teams in working through the logistics of accommodations, including the acquisition of resources;

g) **Ensure:** The Committee will generally monitor and ensure student awareness of procedures and processes;

h) **Establish Practices:** The Committee will establish practices to include a process to keep student identities anonymous, unless not feasible based on the requirements of the student;

i) **Establish Process:** The Committee will establish a process to work with and support the Accommodation Teams.

6. **MEETINGS**

6.1. **Number of Meetings:** The Committee shall meet at least two (2) times per academic year, or subject to the call of the Chair.

6.2. **Notice of Meetings:** Notice of a Committee meeting must be provided to Committee members, at least five (5) business days advance of the meeting, unless waived by the Committee members at the meeting.
6.3. **Agenda:** Agenda items should be sent to the Committee secretary at least 48 hours in advance of the meeting. The agenda should be prepared and distributed to the members of the Committee prior to the meeting.

6.4. **Quorum:** A majority of the Committee membership must be present at a meeting in order to constitute a quorum.

6.5. **Decision-Making:** The preferred model for decision-making is consensus. If consensus cannot be reached, a vote shall be held. The Chair will not vote unless to break a tie.

6.6. **Committee Meeting Guests:** All Committee meetings will be limited to members only unless the Chair otherwise grants approval for certain individuals to attend all or a portion of the meeting.

6.7. **Telephone Meetings and Email Discussion:** The Chair may consult with Committee members by email or arrange telephone meetings, instead of in-person meetings, as the circumstances may require.

6.8. **Confidentiality:** All Committee members, resource persons, consultants, guests, and administrative support persons who may be in attendance at a Committee meeting or privy to Committee information, are required to protect and keep confidential any protected information (e.g., classified or privileged information) received through participation on the Committee, unless such information is otherwise approved for public information.

6.9. **Minutes & Confidentiality:** Minutes are to be taken of business occurring during Committee meetings. However, the Committee may move “in camera” to deal with certain items if the subject matter being considered relates to personal and confidential matters that are exempt from disclosure under applicable access and privacy laws and University policies. Once approved by the Committee, meeting minutes may be publicly available, in accordance with applicable access and privacy laws and University policies.

7. **COMMITTEE ADMINISTRATIVE SUPPORT**

7.1 The Committee shall receive administrative support from the RFHS. The administrative support shall be provided through an individual whose duties shall include:

   a) Assisting the Chair with preparation of Committee meeting agendas and distributing notification of meetings;

   b) Ensuring follow-up of Committee action items;

   c) Information gathering;

   d) Preparation and distribution of meeting material;

   e) Minute-taking; and

   f) Maintaining Committee records.
8. **AMENDMENTS TO TERMS OF REFERENCE**

8.1 Amendments to these Terms of Reference may be proposed by the Committee to the Dean and Vice-Provost for approval.

9. **DATES OF APPROVAL, REVIEW AND REVISION**

9.1. **Date approved:** Dean, Rady Faculty of Health Sciences & Vice-Provost (Health Sciences) – ________________.

9.2. **Review:** Formal review of these terms will be conducted every ten (10) years. In the interim these terms may be revised or rescinded if the Dean and Vice-Provost deems necessary.

9.3. **Supersedes:** RFHS Accessibility Advisory Committee Terms of Reference Approved October 31, 2017.

9.4. **Committee Administrative Support:** Executive Assistant to the Vice-Dean, Academic Affairs, RFHS

9.5. **Effect on Previous Statements:** These terms shall supersede all previous RFHS and its Colleges terms on the subject matter herein.

9.6. **References:**

- [University of Manitoba Accessibility Policy (Effective January 1, 2015 and Revised September 1, 2017)](https://example.com)

- [University of Manitoba Student Accessibility Procedure (Effective January 1, 2015 and Revised September 1, 2017)](https://example.com)