MINUTES AND ACTION ITEMS - ENABLE YORK

Meeting Date:	Wednesday, October 31st, 2018, 10:00 a.m. - 12:00 p.m., Rm 626 – Kaneff
Meeting Attendees:	▪ Sheila Wilmot ▪ Marc Wilchesky ▪ Allison Bishop ▪ Yvonne Simpson ▪ Alternate for Kat Kahnert-Wolchak ▪ Maureen Armstrong ▪ Rana Nasrazadani ▪ Roxana Jahani Aval ▪ Yasir Hameed ▪ Roxanne Mykitiuk
Guests:	▪ N/A
Apologies from:	▪ Dragan Spasojevic ▪ Ruth Bramham ▪ Deane Taylor ▪ Ketziah Rhule ▪ Mira Dineen
Minutes by:	Navid Janpak (Coordinator, Centre for Human Rights, Equity and Inclusion)
Next Meeting Date:	Wednesday, November 28th, 2018, 10:00am to 12:00pm, Kaneff Tower, Rm 901

Agenda:
1. Introductions and Announcements
2. Housekeeping Items
    A) Currently Scheduled Meeting Dates
    B) Recruiting Committee Members
    C) Promoting Enable York
3. Update from 2017- 2018 Academic Year
4. Information Sharing Re: Pan University Disability/Accessibility Task Forces/Committees
5. Priorities for 2018-2019
6. Enable York Webpage
7. Other Business

Items Discussed:

1. **Introductions and Announcements**

    *   The Co-Chairs opened the committee meeting with roundtable introductions by present members.

2. **Housekeeping Items**

    A)   Currently Scheduled Meeting Dates
    *   The following meeting dates for the 2018-2019 academic year have been established:
        *   November 28, 2018 10:00 a.m. -12:00 p.m.
        *   January 16, 2019 10:00 a.m. -12:00 p.m.
        *   February 13, 2019 10:00 a.m. -12:00 p.m.
        *   March 13, 2019 10:00 a.m. -12:00 p.m.
        *   April 3, 2019 10:00 a.m. -12:00 p.m.

    *   Additional meetings may be scheduled as needed. Alternate dates may be considered for winter, 2019, based on committee member availability.

    B)   Recruiting Committee Members
    *   As of October, 2018, the committee has several vacancies in voting membership, including one student and two faculty/staff positions. Committee members explained that Enable York has historically had difficulty recruiting and retaining its voting membership, impacting the ability of the committee to advance its priorities.

    *   The committee agreed to strike a working group tasked with recruiting members to fill these vacancies.
        *   The working group would develop a broad communications strategy to help increase awareness of the Enable York committee and recruit potential members.
        *   The communication strategy would leverage existing York University channels, in addition to the networks of committee members.

    C)   Promoting Enable York
    *   Committee members discussed strategies to increase awareness of the Enable York committee and its activities across the broader university community.
        *   Strategies include leveraging existing York University communication channels, such as YFile and LCD screens were discussed. Creating a social media account for Enable York was also raised as a possibility.

    *   Committee members agreed to revisit promotion tactics as the work for 2018-2019 progresses.

3. **Update: 2017-2018 Academic Year**
   - **Student Roundtable:** Enable York organizes an annual consultative roundtable with students to better understand the lived experiences of persons with disabilities at York University, as well as strategies for improving accessibility and inclusion.
     - o The last roundtable was hosted in November, 2017. Due to the labour disruption at York University in 2018, the formal report from the roundtable was not produced by committee members.
     - o REI agreed to circulate a copy of the draft report produced by the committee in 2017-2018, as well as a copy of the CART transcript.
     - o After reviewing these documents, Enable York committee members will determine whether a formal report for the 2017 roundtable should be developed.

   - **Markham Campus:** Enable York provided considerable guidance to architects involved with designing the physical structures for York's Markham Campus, to help ensure the campus would be accessible and inclusive to all York University community members.
     - o Due to recent announcements regarding government funding, the status of the Markham campus project is unknown.

   - **Policy and Consultative Advice**: Enable York provided advice regarding revisions to York University's Policy on Academic Accommodations for Students with Disabilities. The Policy was approved by the Senate in June, 2017.

4. **Priorities for 2018/2019 Academic Year**

   - **Environmental Scan:** Enable York will engage in a mapping exercise to identify and document existing committees, structures, decisions, and decision-makers at York where work related to disability advocacy and accessibility is taking place.

     - o The environmental scan will include a map of policies, procedures, and guidelines related to accessibility, as well as a gaps/needs analysis.

     - o In addition to helping increase alignment across the university, this exercise will position Enable York as a central locus of knowledge about accessibility, enhancing its capacity to inform policy affecting faculty, staff, and students.

   - **Consultative Roundtable:** Enable York intends to host a consultative roundtable with the York University community to inform the mapping exercise and identify committee priorities for the 2019-2020 academic year. The roundtable will take place in the 2018-2019 winter term.

   - **Guidelines Development:** Enable York members will work with the York Senate Executive Committee on Equity to inform revisions to York's guidelines for academic accommodation

for students with disabilities. The guideline revisions are tracking for approval within the 2018-2019 academic year.

- The guidelines will accompany the Policy on Academic Accommodation for Students with Disabilities, updated in June, 2017.

5. Enable York webpage

- The Enable York webpage is hosted on REI's website, and REI updates the website upon request by committee members.

- The Enable York Co-chairs have asked REI to upload the Enable York Committee meeting minutes from the 2017-2018 academic year onto Enable York's website, for transparency and accountability.

- Committee members suggested including the 2018-2019 membership on the website with contact information, an events calendar, and information about committee priorities for 2018-2019.

- REI requested committee members provide their suggested changes and all content in writing to facilitate website changes.

6. Other Business

- Sheila Wilmot indicated that staff and faculty assisting graduate students seeking accommodations should refer to the Standard Operating Procedures for Determining Workplace or Academic Accommodations.

  - This document indicates graduate students should seek information from their Graduate Program Director as a first point of contact. Graduate students can also seek assistance from their union.

- Sheila also shared that students pursuing their PhD or Masters may be eligible for an extra year of funding.

ACTION ITEMS:

Activity	Person(s) Responsible
Strike membership recruitment working group and begin recruitment process before next meeting.	Marc Wilchesky, Allison Bishop, Rana Nasrazadani
Circulate draft report and CART transcripts from November, 2017, Student Roundtable.	Allison Bishop
Locate and circulate advice provided by Enable York Committee members to inform the development of Senate Policy on Academic Accommodation for Students with Disabilities. Identify how committee feedback was reflected in policy revisions.	Maureen Armstrong
Establish a framework (process) for environmental scan and bring back to committee for review at November, 2018, meeting	Roxanne Mykitiuk, Rana Nasrazadani, Maureen Armstrong, Allison Bishop
Email committee Co-chairs with information existing committees, and structures at York where work related to disability advocacy and accessibility is taking place. This will inform the environmental scan.	**All** committee members.
Send call-out to committee members on monthly basis regarding Enable York website refresh.	Allison Bishop