

Accessibility Advisory Committee

Terms of Reference

VISION STATEMENT

NLC is committed to supporting people with disabilities to meaningfully participate in all activities at Northern Lights College.

STATEMENT OF COMMITMENT

Northern Lights College is committed to equity, diversity, inclusion, and justice and accessibility for all. The opinions, perspectives and lived experiences of persons with disabilities and diversity will help to shape the Accessibility Plan for Northern Lights College to support accessibility at all campuses.

AREAS OF FOCUS

The Accessibilities Plan will have a multiyear scope, with initiatives prioritized based on an initial operational scan:

Year 1: Physical Environment

Year 2: Instructional Design and Delivery of Services

Year 3: Employment Practices

PURPOSE OF THE COMMITTEE

To identify barriers that impact full participation of employees and students with disabilities and challenges in life at Northern Lights College and to implement strategies to remove these barriers.

Provide information sharing about accessibility related to accessible spaces, classroom materials, delivery methods, etc.

SCOPE AND COMPOSITION

Permanent Positions (min. number required)
Person with a Disability (1)
Director of Humans Resources
Campus Administrator (1)
VP Finance and Corporate Services
Director of Student Services
Director of Facilities
Learning Support Specialist (1)
Indigenous Representation (1)
Access Services Coordinator
Director of Ancillary Services or Student Housing Manager
Positions with 1-Year Terms
Person with a Disability (1 Student)
Instructional Faculty (1-2)
Staff Representation (2-3)
Students (2-3)

ROLES AND RESPONSIBILITIES

Code of Conduct: All members of the Advisory Committee, whether internal or external, will be required to comply with Northern Lights College’s policies as they inform professional conduct, including acting with integrity and honesty, being prepared and informed of relevant issues, using active listening and being tolerant of others’ opinions, and interacting with others in a respectful and inclusive manner.

Confidentiality: The members agree to keep confidential and refrain from using, directly or indirectly, all information that is not publicly known and revealed during the committee meetings.

Conflict of Interest: The member will always pursue and act in the best interests of the committee and shall immediately disclose any conflict or potential conflict between their interests and the interests of the committee.

Terms of Service, Renewal and Termination – Term of Service is for one year from the first meeting in September. Positions with one year terms are identified above under scope and composition. Members may put their name forward to the committee chair for renewal of service 1 month prior to end of term for another one year term. Either party may terminate participation in this committee at any time for any reason by giving written notice of at least one week.

MEETINGS AND CONDUCT OF BUSINESS

The Chair of the Accessibility Advisory Committee will either be a Campus Administrator or the Director of Human Resources.

The Chair of the meeting will call for motions to be made, seconded, and voted on. These motions, along with action items, will be specified for the purpose of the minutes.

Quorum: Five members from the committee membership. It is expected that all members will attend all meetings to ensure continuity and momentum of the committee.

Meetings will occur six (6) times per calendar year, and additional meetings (including virtual decisions) will be called as required by the Chair. Given the geographic distribution of committee members, the committee will include options to participate in-person, via teleconference, video conference, or other electronic means. Required accommodations to support participation of committee members will be communicated to the Chair 72 hours (3 days) in advance of a meeting to ensure access for all.

Minutes will be taken at all committee meetings. Minutes will be forwarded to the Chair of the committee for the purposes of record-keeping and reporting to the President and CEO.

Participant Resources: any members who are not compensated by Northern Lights College will receive a honoraria for their involvement on the committee up to \$1,000 (\$100 per meeting/working group).

Budget: budgetary requests to support removal of barriers, host public feedback events, pay interpreters, purchase assistive technology, and technical services or software will be submitted to the Vice President Finance and Corporate Services.

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	January 30, 2024	Accessibility Committee	Accessibility Committee

Next Scheduled Review Date

January 2029