



CCDI PROVINCIAL MEETING

November 5, 2007 - 8:30 a.m. to 3:00 pm

Queen's Park Conference Facilities

900 Bay Street

Erie / Thames/ St. Clair Room

MINUTES

- 1. Approval of Agenda**
Approved

- 2. Approval of May 15, 2008, AGM Minutes**
Under 4c the 1st paragraph was deleted with regards to funding from MTCU
Approved

- 3. Updates/Reports**
 - i) Ministry Report – Joanne Brown**
See Appendix “A”

 - ii) College Committee on Student Services (CCSS) Report – Judy Harvey**
See Appendix “B”

 - iii) Treasurer’s Report – Jim Chalmers**
See Appendix “C”

 - iv) PAFC Report –Karen Coffey/Kirsty Fowler**
See Appendix “D”

 - v) Enabling Change Partnership Grant – Karen Coffey**
See Appendix “E”

 - vi) AGM Conference Committee Update for 2009 AGM – Louise Legault/Willona Blanche**
See Appendix “F”

 - vii) PD Committee – (Survey) Susan Alcorn-MacKay**
See Appendix “G”

viii) Ontario Colleges of Nursing – Jim Chalmers

Ontario Colleges of Nursing (OCN) have been requesting the psychoeducational assessment in order to provide accommodations to students with disabilities. They are also disclosing the information to other areas. It was agreed that OCN should not be receiving the full psychoeducational assessment and definitely should not be disclosing to anyone else. Even after receiving the medical documentation, OCN has in some cases refused the student's accommodations, due to mental health or other issues, not related to their disability but had been disclosed in their assessment. It was discussed and agreed this was a human rights issue and CCDI should form a focus group of three to four people to do further research into the matter, and prepare a draft letter to human rights and put forth through SAS-CC for approval. It was suggested to contact Barb Roberts as she working on PACT approaching licensing Boards as it appears there are similar problems occurring across the college.

Action: Jim Chalmers will head up the focus group and ask for volunteers through the list serve.

ix) Statistical Reporting - Toni Connolly

See attached via email

Toni has completed the statistical information for all but three colleges. Members voted on the issue to begin tracking MID, Aspergers, and Autism from April, 2008, and was unanimously agreed to do so. Toni will send a request to the Guy Levesque to send out an addendum to the AFSD template for 2008-2009 to include MID, Aspergers, and Autism columns, including definitions.

Action: Toni to send a request to the Ministry to send out an addendum to the AFSD template for 2008-2009 to include MID, Aspergers, and Autism columns for statistical reporting. Toni will put the definition on the list serve with respect to MID.

x) CCDI List Serve –All

A reminder to all who use the list serve that it is a confidential means of communication and is not to be shared with non-members. It was agreed Debi Turner would submit list of all users to Kelley Grant to forward to CCDI representatives to check each of their college member's email address to ensure only members of CCDI are using this list serve. It was also suggested and agreed upon to add a confidentiality statement within the text.

Action: Debi/Kelley to forward names of members to each CCDI representative to update and Debi to put a confidentiality statement on the text.

4. Other Business

i. Autism Spectrum Disorder (ASD) Research Project Cambrian College – Susan Alcorn-Mackay

Cambrian College is looking for ideas/resources, to assist colleges in helping autistic students transition to college. They are collecting best practices and ideas in order to obtain what colleges will need to face the realities of the increase in students with Autism coming to colleges. Cambrian would like to hire someone to visit their respective School Boards to obtain as much information as they can. She is looking for approximately ten to twelve people to go to their respective school boards to obtain information. Information may include the number of students with ASD that may be eligible to attend post-secondary.

ii) Online Courses Through Ontario Learn – Accommodations for Students – Membership Discussion

There have been an increased number of students taking online courses online and the process of identification delays the students getting accommodations and the problem seems to be increasing. It seems the students go through many steps to get to their instructors. The second issue is colleges do not have a consistency in accommodations. If the students were registered at one college and taking an online course at another college, the accommodations may be different. In instances the counselors are getting questioned by professors and are politely and diplomatically refusing accommodations. The third issue is that some accommodations may not be necessary or appropriate for online courses. Another challenge was if students were requiring extensions they could not submit to the teacher as the on-line course shuts down. It was agreed to forward all questions to Beryl Buckley-Golder. Consider inviting one of the Directors from Ontario Learn to a future provincial meeting to address concerns.

iii) Focus Group Update - all

Apprenticeship – Louise Legault

The Apprenticeship focus group quickly gathered after the business meeting and report back at our next meeting. They wanted to further discuss how to deliver the service in their areas and the processes to develop as a group provincially. Also, the funding allocation needed to be clarified.

Mental Health – Lois Wey/Martha Fox

Both Lois and Martha would like to step down and asked for volunteers to head up this group. Linda Dejong and Alison West Armstrong will continue with this focus group.

ADHD – TBA

No volunteers to date to participate or head up this focus group.

ASD – Toby Merritt

The ASD focus group met at lunch and will report back in February 2009.

iv) *SAS-CC (formerly CCSS) Terms of Reference and Response to SAS-CC - ALL*
See Attachment “E”

The Terms of Reference for SAS-CC and Response to the Terms of Reference for SAS-CC was summarized for the membership. The response had to be submitted prior to the provincial meeting. In the Terms of Reference it states CCDI is to forward all requests for funding through SAS-CC. In the Terms of Reference SAS-CC has reorganized the executive membership and have indicated the Chair will have to hold a position of an administrator within their college and that the executive members *generally* be administrators.

The membership were asked to review documents once received and discuss with their Administrator (or their representative on SAS-CC). The membership were encouraged to share concerns with their VP or administrator. CCDI executive has respectfully asked SAS-CC to revisit our concerns. SAS-CC has until December 2008 to respond to Ontario Colleges.

Action: Kelley to forward SAS-CC Terms of Reference as well as the Response to the Terms of Reference to the CCDI representatives.

Guest Speakers

- 1. Attendant Services for Students with Disabilities (SASF) - Sandra Clark, Executive Director, Ministry of Health and Long Term Care, and Warner***

Clarke, Senior Program Consultant, Community Services Health System,
Accountability and Performance Division Provincial Programs Branch,
Professional Development, Warner.Clarke@ontario.ca.

See attached via email

Also visit **Centre for Independent Living in Toronto (CILT) Inc.**, 205
Richmond Street West, Suite 605, Toronto, Ontario M5V 1V3, Phone: (416) 599-
2458; Newslines: (416) 599-4898; Direct Funding Hotline: 1-800-354-9950; Fax:
(416) 599-3555; TTY: (416) 599-5077; email: cilt@cilt.ca ; website:www.cilt.ca.

2. Apprenticeship – Paula Clayton

See attached via email

An overview of the Apprenticeship Funding for Students with Disabilities was given to the membership. The allocation of funds is based on relevant share of activity. A brief report and financial statement will be requested to be completed in 2009. Please forward Any promotional ideas to Ron Grisbrook. There were questions as to how the funding could be used to offset salaries of additional staff providing a service to apprenticeship students. It was suggested to email all questions to Ron Grisbrook, Ron.Grisbrook@ontario.ca and put on the list serve.

Summary of Action Items

1. Jim Chalmers will head up the focus group and ask for volunteers through the list serve.
2. Toni to send a request to the Ministry to send out an addendum to the AFSD template for 2008-2009 to include MID, Aspergers, and Autism columns for statistical reporting.
Toni will put the definition on the list serve with respect to MID.
3. Debi/Kelley to forward names of members to each CCDI representative to update and Debi to put a confidentiality statement on the text.
4. Kelley to forward SAS-CC Terms of Reference as well as the Response to the Terms of Reference to the CCDI representatives

Next Provincial Meeting –February 4, 2009, at Queens’ Park



CCDI PROVINCIAL MEETING

Attachments to November 5, 2009 Minutes

Appendix “A”

**Colleges Ontario
College Committee on Disability Issues
November 5, 2008
UPDATE**

1. Marion E. Crane Appointed as Assistant Deputy Minister, PSED

We are pleased to announce the appointment of Marion E. Crane as Assistant Deputy Minister of the Postsecondary Education Division, effective October 20, 2008. Marion will be acting in this role while Janet Mason is away for the next year at the University of Toronto's School of Public Policy and Governance as Fellow in Residence.

Most recently, Marion was the first Fellow in Residence at the School of Public Policy and Governance at the University of Toronto. She has more than twenty-seven years' experience in Ministries of Finance and Revenue in the Ontario Public Service. During her career, Marion has been responsible for implementing a number of government programs, including the Ontario Child Care Supplement which provided benefits to over 250,000 Ontario families within six months of the budget announcement.

Marion's outstanding leadership was recognized in 2006 with the receipt of the OPS Amethyst Award and the Ministry of Finance's Stella Award. Marion holds a Bachelor of Arts in History and Politics, a Bachelor of Laws and is a Certified Management Accountant.

2. Ontario's Economic Outlook and Fiscal Review

- In delivering the Economic Outlook, Minister Duncan clearly indicated that “it is not business as usual” in Ontario.
- Expectation for revenues to decline this year, and a number of changes to be made to adjust to new and unforeseen challenges.
- Include the projection of a provincial deficit of \$500 million for 2008-09.
- Indicate that a delay in the implementation and slow down of some new spending. Mean to restrain internal government expenditures and the result will be more than \$100 million in savings in the last five months of this current fiscal year.
- Reaching Higher Plan for postsecondary education and investments in skill straining means that 100,000 more Ontarians are being trained in colleges and universities — and 50,000 more are learning a trade.
- \$2 billion Skills to Jobs Action plan includes the Second Career Strategy, which helps to retrain laid-off workers for jobs in the new economy. On October 24th, the government announced that Second Career initiative would expand access so that more laid-off workers could gain access to skills training for high demand jobs in their communities.

3. Accessibility Fund for Students with Disabilities

On October 23, additional funding of \$1.35M under the Access to Opportunities Strategy has been allocated to the 2008-09 AFSD for colleges and universities to provide improved supports and services to students with disabilities. Each sector received \$675,000. Institutional share was based on the institution's total number of students with disabilities reported in 2007-08. This along with more than \$3.7 million for enhanced services for students with learning disabilities and in addition of the support for Apprentices with Disabilities up to \$1.8 million represent for the Ministry an allocation well over \$15 million in the AFSD funding envelope to colleges.

The Ministry will be providing funding up to \$1.8M for Support for Apprentices with Disabilities to the 24 colleges on an in-year basis for 2008-09. The new funding will be allocated to the colleges based upon each college's relative share of apprenticeship activity. Support for Apprentices with Disabilities will assist students with accommodation, assessment and modifications to equipment for apprenticeship training. The additional support will include self-identified individuals enrolled in Apprenticeship programs, in Pre-apprenticeship programs and in Ontario Youth Apprenticeship Program (OYAP)

4. Interdivisional Working Group on Persons with Disabilities

Just wanted to update you on PACDI: ° We are still waiting for possible dates for the meeting in the fall 08 or winter 09. ° We sent recently the letters to stakeholders re: nominations/renewals. We asked for nominees to be provided by early November, 2008. ° The minister approved the addition of 2 new members to PACDI, to represent college and university Career/Employment Services Offices.

Work is underway on a web presence for the Transition to Postsecondary Education for Students with Disabilities initiative. A draft outline of the web presence is nearing completion. We have contacted members of the Transitions Sub-committee of the Postsecondary Advisory Committee on Disability Issues (PACDI) asking their willingness to provide feedback.

A ministry staff representative sits on the Information and Communications Standard Development Committee of the *Accessibility for Ontarians with Disabilities Act (AODA)*, along with a representative from colleges and another from universities. At its last meeting on October 23, the committee approved a draft standard for public review. It is expected that the draft standard will be posted on the Accessibility Directorate's web site in early November, providing opportunity for additional comments/feedback from postsecondary institutions and others.

5. Summer Transition Program

Last April, the Ministry announced that \$855,316 will be available to support summer transition projects at colleges in 2008-09. Summer transition projects are intended to assist students with learning disabilities to make a successful transition from secondary school to college or university. Funding for these programs is part of the Government's strategy to ensure that more Ontarians have the opportunity to pursue accessible and high-quality postsecondary education.

Recently we sent a notice to all colleges regarding an extension of the deadline to November 30, 2008 to submit descriptive reports and financial statements for this program.

For your information, we are currently processing the Authorization Payment Form to a transfer of payment by the end of November to your college.

6. Interpreter Fund

The Interpreter Fund is intended to assist in reimbursing the actual costs of interpreter and related services for students who are deaf, deafened and hard of hearing. The Interpreter Fund may not cover the full costs of these services. The fund is for colleges outside the Metropolitan Toronto area.

The additional funding provided in 2007-08 (\$889,619) is available in 2008-09 to assist with the cost of interpreters.

For this Fund, we will send in few days, the report template for eligible expenditure in 2008-09.

7. Support Services for the Hearing Impaired Program (administered by GBC)

Program administered by George Brown College on behalf of the Ministry and to provide to the five publicly funded GTA colleges services to students who are deaf, deafened and hard of hearing.

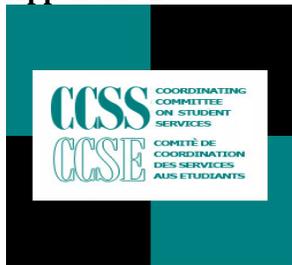
We are presently analyzing the 2007-08 report submitted by George Brown College and we are expecting a transfer of payment by early December.

The additional funding provided in 2007-08 (\$1,053,000) is available in 2008-09 to assist with the cost of interpreters.

8. Bursary for Students with Disabilities

Recently a college was asking for an update of BSWD and unfortunately we could only provide today the name of the analyst responsible for this item. Sherri Martin is the contact person if you have whenever a question regarding BSWD. Her phone number is 416-326-9149 or by e-mail at Sherri.Martin@ontario.ca. Do not hesitate to contact Sherri, if you have specific questions or looking for more information on BSWD.

Appendix “B”



STUDENT ACCESS & SUCCESS COORDINATING COMMITTEE (SASCC)

CCSS Report

**CCDI Provincial Meeting
Wednesday November 5, 2008
Queen’s Park Conference Facilities**

- **CCSS Update Spring/Summer 2008** – In the spring, Colleges Ontario asked each Coordinating Committee to review its overall mandate as well as the structure of associated reporting groups or committees. The CCSS Executive met in May to discuss an approach to this review and followed up in early June at the Spring Meeting of the full CCSS Committee. At the CCSS Meeting on June 3, 2008 CCSS members conducted a SWOT analysis on the mandate and operations, confirmed values guiding the work of CCSS, discussed possible structures for the groups reporting to CCSS and identified broad priorities for the coming year. Over the summer months, members of the CCSS Executive met to update the mandate and terms of reference to reflect these discussions. A name change was proposed for CCSS to be renamed Student Access & Success Coordinating Committee (SASCC).
- **The Draft Terms of Reference document** was distributed to CCSS members and Operating Group Chairs in September for review and feedback. That document has now been discussed by the CCDI Executive and distributed to CCDI members.
- **Upcoming Meetings of CCSS** – Fall November 4 & 5, 2008, Winter February 24, 2009 following the Colleges Ontario Conference in Toronto and Spring June 17 & 18 following the CACUSS Conference in Kitchener-Waterloo.
- CCSS is encouraging members of the Reporting Groups to attend the **CACUSS 2009**. CACUSS is the Canadian Association of College and University Student Services. Although CACUSS has been dominated by the university members for years, there are now quite a few colleges participating in the Association. This year’s conference is jointly hosted by the University of Waterloo, Wilfrid Laurier University and Conestoga College. The theme is “I to the Power of Three: Innovation, Integration and Intelligence”. The conference goes from Sunday evening June 14 until lunch on Wednesday June 17 and the conference is focusing on best practice examples of cross-divisional collaboration and themes.
- **CCSS currently has two Co-Chairs – Karen Sjolin, Fleming College and Ian Marley, Sheridan College.** Ian is Co-Chair and Past Chair.

Appendix "C" – Treasurer's Report

DATE - 11/03/08	NORTHERN COLLEGE	PAGE 1
TIME - 9:30:36	TRANSACTION ACTIVITY REPORT	
PROG - GNL.560	4/01/08 TO 11/03/08	
REPT - CCDI	CCDI TREASURER REPORT	30.40.00.0000.6095

POSTING DATE	DESCRIPTION/ VENDOR NAME	VENDOR #	JRN	ORIGINAL BUDGET INVOICE REF NUMBER	BUDGET TRANSACTIONS CHEQUE NUMBER	ADJUSTED BUDGET CHEQUE NUMBER DATE	ENCUMBRANCE	ENDING BALANCE
30.40.00.0000.6095				CCDI TREASURER				
	OPENING BALANCE			.00	.00	.00	10670.71-	10670.71
4/11/08	CCDI/IDIA		C/R	2900019			202.84-	
5/22/08	STANWICK, LOREN CCDI GIFT	330532	A/P	330532	CCDI GIFT	316908 5/22/08	184.75	
5/27/08	GUNNELL, CHRIS GUNNELL, CHRIS	331988	A/P	331988	MAY 12-15/08	317001 5/29/08	608.76	
6/12/08	GUNNELL, CHRIS BELL CONFERENCING	331988	A/P	331988	BELL CONF.	317322 6/16/08	271.30	
6/20/08	FEES RE CCDI/OCC CONF		GEN	6001			1000.00-	
7/03/08	COFFEY, KAREN PAF-C TRAVEL JUNE 16/08	331686	A/P	331686	PAF-C JN-08	317875 7/07/08	448.74	
7/08/08	BELL CONFERENCI BELL CONFERENCING INC.	328508	A/P	328508	103985396	317934 7/17/08	29.47	
8/14/08	BELL CONFERENCI BELL CONFERENCING INC.	328508	A/P	328508	104052158	318486 8/18/08	137.55	
9/04/08	BELL CONFERENCI BELL CONFERENCING INC.	328508	A/P	328508	104120444	318995 9/17/08	138.42	
9/08/08	LOYALIST COLLEG CCDI BURSARY	120221	A/P	120221	CCDI BURSARY	318931 9/08/08	500.00	
9/08/08	GRANT, KELLEY CCDI	332415	A/P	332415	CCDI-001	319061 9/17/08	1250.00	
10/03/08	DEERHURST RESOR CCDI CONF	332349	A/P	332349	CCDI DEPOSIT-08	319597 10/06/08	2500.00	
10/23/08	BELL CONFERENCI BELL CONFERENCING INC.	328508	A/P	328508	104190139	320224 10/30/08	179.30	
10/28/08	CCDI WORKSHOPS		C/R	2900300	JIM C		100.00-	
10/31/08	CCDI-VARIOUS FOR WORKSHOP		C/R	2900303	JIM C		600.00-	
	CLOSING BALANCE			.00	.00	.00	6325.26-	6325.26
** GRAND TOTALS **				.00	.00	.00	6325.26-	6325.26

Appendix “D” – PAFC REPORT

COLLEGE COMMITTEE ON DISABILITY ISSUES

COMITÉ COLLÉGIAL EN BESOINS PARTICULIERS



Postsecondary Alternate Format Committee (PAFC) Fall 2008 Report

The Post Secondary Alternate Format Committee (PAFC) has met 6 times since May 13, when the last report was submitted.

In June of this year, PAFC was asked to participate in a pilot project that would see the creation of a central repository housed at the Resource Services Library. The pilot phase of this project will involve 7 post-secondary institutions, RSL, and a number of publishing companies. The goal of this project is to improve the current transcription services provided through RSL, decrease the amount of time individual colleges are spending on transcription services and hopefully lessen the amount of time a student with a perceptual disability needs to wait in order to receive textbooks in an alternate format.

Over the last couple of years, RSL has made a number of improvements to their infrastructure. RSL feels the infrastructure is now in place to support the central repository they are proposing. The pilot project would allow publisher to download electronic files directly into the repository upon request. Individual institutions would then be able to go into the repository, search for a required text, and directly download the file. The post secondary institutions involved in the project would also be contributing their existing electronic files into the system.

Prior to engaging in this pilot project, PAFC identified a number of steps that needed to be in place before this project was begun. The first was a signed letter of agreement with the publishing community that they are in support of this project and would not have any legal difficulty with institutions sharing the files that have been created in individual institutions. Just this month, the publishers have agreed in principal with the project. A formal Letter of Agreement is in development at this time. Once this Letter of Agreement has been signed, the pilot project will be launched. It is anticipated that the pilot will run for approximately 18 months. The pilot will then be evaluated and hopefully move into the second phase of development that will see all colleges and universities in the province of Ontario being able to access this service.

Attachment “E” – Enabling Change Partnership Grant – Karen Coffey



1385 Woodroffe Ave
Ottawa, ON K2G 1V8
Phone: 613-727-4723 / Fax: 613-727-7661

**Enabling Change Partnership Grant
In Partnership with Colleges Ontario**

Algonquin College submitted a proposal in partnership with colleges Ontario for the Enabling Change Partnership Program. The Enabling Change Program is funded through MCSS to develop innovative projects to support the AODA Customer Service Standards. This proposal was approved and will begin in January, 2009. Our project with Colleges Ontario is to develop an e-learning module that will provide customer service training to college employees. Once completed, the e-learning module will be provided to Ontario's twenty-four colleges at no cost. This e-learning tool will be in French and English and will be fully accessible. It will assist colleges in meeting their training requirements under the AODA Customer Service Standards. We hope to have it completed in time to launch at the CCDI AGM in May, 2009. A steering committee and advisory committee will be set up to provide input.

Appendix “F” – AGM Update



The Theme for the 2009 AGM Conference is:
Strength in Unity: Building Skills and Partnerships

Our focus for this year will be to:

- Expand knowledge, understanding and awareness of disability issues
- Create a learning environment for sharing information, resources, ideas and support
- Foster collaboration and system linkages at all levels through the development of broad based partnerships at the provincial and local levels
- Promote professional renewal for equity

Conference Committee Members for 2008-2009

- Willona Blanche – Co-Chair – Durham
- Louise Legault – Co-Chair – Algonquin
- RuthAnn Solomon - Durham
- Ted Morrison – Loyalist
- Audrey Healy – Fleming
- Laurie Pratt – Loyalist
- Dwight Druick – St-Lawrence

The Call for Proposals has been put on the website along with Tips and the deadline for Submission January 9, 2009.

Appendix "G" – PD Committee Survey

**Results of PD Survey
October 2009 – CCDI**

Survey Questions:

1) My primary job duties are related to:		
a) Disability counselor/advisor	52%	49
b) AT	12%	12
c) LS	19%	18
d) Both AT/LS combined	12%	12
e) Test coordinator	9%	9
f) Office Assistant	6%	6
g) Transcriptionist	7%	7
h) Manager DSO	2%	2
i) Managing DSO & other	7%	7
2) I'd like training/information on new products in AT	VI	51%
	SI	41%
3) I would like more info about learning strategies	VI	51%
	SI	37%
4) I'd like to know more about how to evaluate an assessment to determine appropriate accommodations.	VI	43%
	SI	33%
5) I'd like to know how to evaluate an assessment for appropriateness to the postsecondary environment.	VI	47%
	SI	25%
6) I'd like to learn more about integrating LS with AT.	VI	45%
	SI	40%
7) I'd like to learn about how to organize various functions in a DSO	VI	25%
	SI	33%
8) I'd like to know what policies & procedures I should have in place.	VI	42%
	SI	42%
9) I'd like to explore various disabilities and the impact on academic pursuits	VI	73%
	SI	20%

		%	#
10) I'd like specific information on:	ASD	69	61
	ADHD	51	45
	MH	64	57
	MID	61	54
	Vision	21	19
	Hearing	22	20
	Physical	18	16
	Head Injuries	45	40

Comments:

- LD
- Coaching students with disabilities
- Acts & Legislation
- social interactions with LD
- non-verbal LD
- Auditory processing disorder
- new technologies in FM sound systems/hearing aids
- comorbidity and impact
- cancer

This information is part of the determination of future pd topics and for the pd around the annual general meeting

Attachment “E”



STUDENT ACCESS & SUCCESS COORDINATING COMMITTEE (SASCC)

TERMS OF REFERENCE

1.0 INTRODUCTION

The following Terms of Reference are for the Student Access and Success Coordinating Committee (SASCC). These Terms of Reference and Operating Guidelines apply not only to the SASCC but to also each of its Operating Committees, Networking Groups, and Strategic Working Groups. Terms of Reference and Operating Guidelines for Operating Committees may be modified subject to approval from SASCC.

2.0 MANDATE

The Student Access and Success Coordinating Committee (SASCC) is responsible for providing leadership to the Ontario College system on all aspects of student access, retention and success. SASCC provides leadership to strategic enrolment management initiatives and advocates for Ontario College students and the services and programs that advance student success and development.

Objectives of SASCC

- Advise Colleges Ontario and the Committee of Presidents on system-wide issues, strategies, policies and advocacy pertaining to fostering greater student access, retention, and success.
- Advocate for a holistic view of students and their experience, respecting diversity of learner needs.
- Creates programs and opportunities that advance student leadership skills.
- Facilitate communication across colleges and the college system for the purposes of issue identification, discussion, problem-solving and decision-making.
- Develop and promote an evidence-based framework of research on the role and value of services and programs to support student success.

- Develop and promote professional development opportunities for college staff based on research, best practices, and future directions for student access and success.

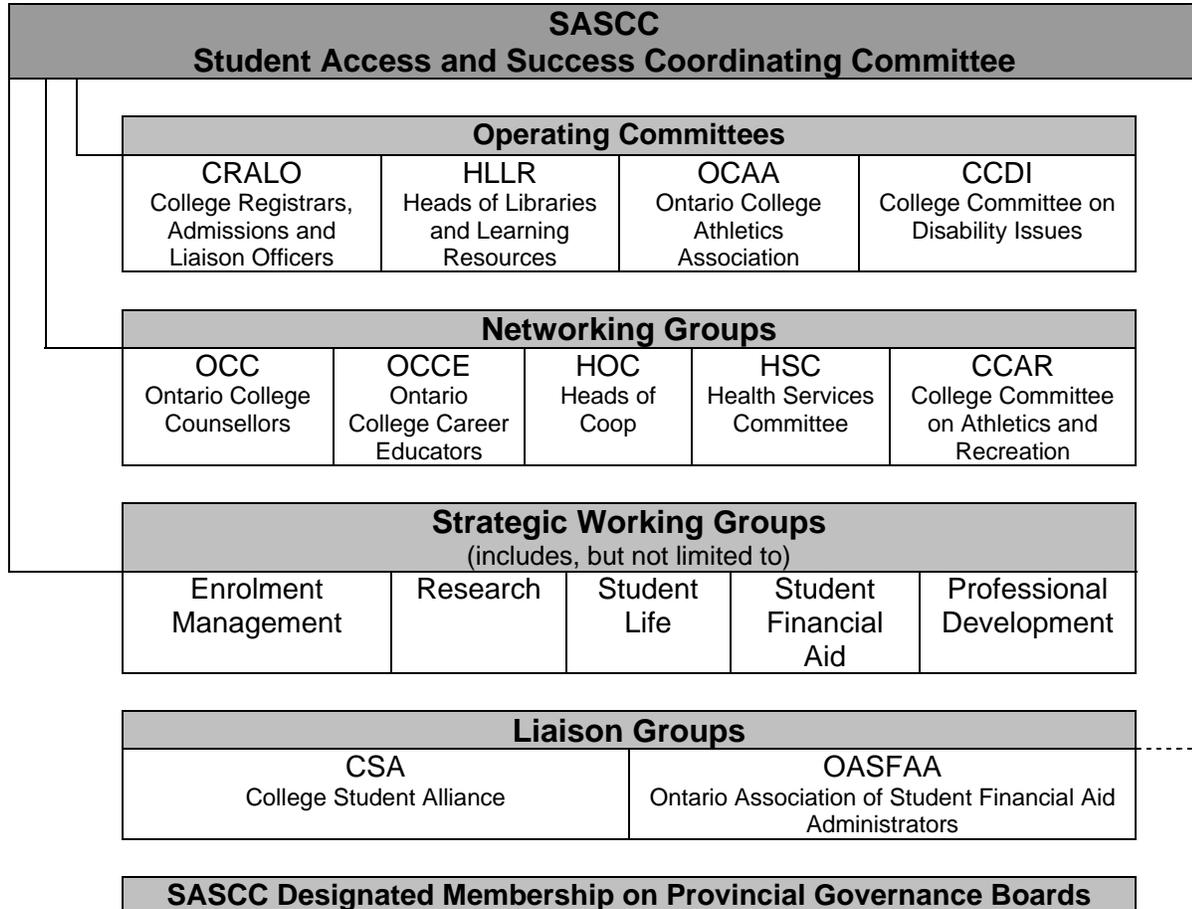
SASCC Values

In undertaking the above objectives, the work of the SASCC is guided by the following values:

- Advocacy and collaboration based on a holistic view of student learning and development
- Respect for student diversity
- Evidence-based decision making and advocacy
- Professional development

3.0 STRUCTURE

The Student Access and Success Coordinating Committee is one of five Coordinating Committees defined by Colleges Ontario structure. SASCC is comprised of the members of the coordinating committee. The committees and groups identified below either report to or are affiliated with the SASCC. Information on the purpose, membership, decision-making framework and relationship to SASCC is outlined below.



3.1 OVERVIEW OF SASCC GROUP STRUCTURE

Operating Committees	Networking Groups	Strategic Working Groups
PURPOSE		
<p>Make recommendations to SASCC on policies, strategies, system-wide issues and advocacy that impact student access and success and potentially dictate operational policies at individual colleges.</p> <p>Provide a forum for discussion of concerns related to student access and success.</p> <p>Liaise and represent the function on ad hoc committees as needed, consulting and communication to facilitate a system-wide view.</p> <p>Provide a communication link to facilitate cross-functional discussion of the associated policies, objectives and concerns.</p>	<p>Provide a forum for the discussion of areas of mutual interest and concern in order to share ideas, best practices and advocacy concerns.</p> <p>Make recommendations to SASCC on policies, strategies, system-wide issues and advocacy that impact the area of interest of the Networking Group.</p> <p>Sponsor professional development activities for members of the Networking Group.</p> <p>Provide a communication link with SASCC.</p>	<p>Explore the issue at hand in a comprehensive manner, consistent with the values of SASCC and providing a forum for discussion.</p> <p>Make recommendations to SASCC associated with the objectives of the working group.</p>
MEMBERSHIP		
<p>Representatives on Operating Committees are generally administrative employees of a college who are directly responsible for supervision of the programs and services with the mandate of the group. The Chair of an operating committee must be an administrative employee.</p> <p>A member of SASCC shall be appointed to the Operating Group by SASCC as the official liaison between SASCC and the Operating Group.</p> <p>One representative from each college will be designated as the committee member and remain as such until the college officially notifies the incumbent chair to the contrary.</p> <p>The Executive of each Operating</p>	<p>Representatives on Networking Groups are typically college employees whose primary function within the college is related to the area of interest of the Networking Group.</p> <p>Membership consists of a range of employee groups including management, support staff and faculty.</p> <p>Membership is not necessarily restricted to one member per college.</p> <p>The Executive of the Networking Group (if one exists) will be responsible for maintaining a current listing of committee members which will be published at the first meeting of the Networking Group each year.</p>	<p>Representatives on Strategic Working Groups are invited to participate based on their knowledge, portfolio, and contribution to the matter under discussion.</p> <p>Members may be selected from within the SASCC Operating Committees, Networking Groups, Liaison Groups, from SASCC members, and/or other members of the college system.</p> <p>The SASCC Executive will be responsible for maintaining a current listing of committee members which will be published annually.</p>

<p>Group will be responsible for maintaining a current listing of committee members which will be published at the first meeting of the Operating Group each year.</p>		
RELATIONSHIP TO SASCC AND DECISION MAKING FRAMEWORK		
<p>Operating Committees report to SASCC.</p> <p>Operating Committees may generally proceed on operational issues including information sharing, research, decision-making and action. Operating Committees must bring to the SASCC issues of potential significant impact upon the college system including:</p> <ul style="list-style-type: none"> ▪ The resolution would have a significant impact on college operations. ▪ The resolution involves a commitment of funds by colleges ▪ The resolution involves communication and/or lobbying of the federal or provincial government (or any agency thereof) on behalf of the functional area or college system ▪ An issue cuts across the mandate of other Operating Committees, Networking Groups, or Coordinating Committees ▪ The issue requires approval by the Committee of Presidents. 	<p>Networking Groups report to SASCC.</p> <p>Networking Groups may generally proceed on operational issues including information sharing, research, decision-making and action to the extent that the issues solely impact the functional area. The Networking Group is required to bring to the attention of the SASCC Liaison, issues, policies, and/or recommendations of the following nature:</p> <ul style="list-style-type: none"> ▪ The resolution would have a significant impact on all colleges ▪ The resolution involves a commitment of funds by all colleges ▪ The resolution involves lobbying the federal or provincial government (or any agency thereof) on behalf of the functional area or college system ▪ An issue cuts across the mandate of other Networking Groups, Operating Committees or Coordinating Committees ▪ The issue requires approval by the Committee of Presidents. 	<p>SASCC Strategic Working Groups report to SASCC.</p> <p>The decision making framework will be established as part of the Terms of Reference for each working group.</p>

3.2 LIAISON GROUPS

- College Student Alliance (CSA)
- Ontario Association of Student Financial Aid Administrators (OASFAA)

4.0 MEMBERSHIP

Membership of the SASCC consists of the senior college administrator, reporting directly to the President, responsible for functions related to student access, retention and success. There are 24 members in total, with one representative per college.

5.0 MEETINGS

Province-wide meetings normally occur 3 times per year (typically November, February and May/June). Provincial meetings are attended by members of SASCC only. Representatives of Colleges Ontario, MTCU, other resource persons and/or members of Operating, Networking, Liaison, or Working Groups, may be invited as guests.

In addition, the SASCC, on an annual basis, will host a professional development opportunity for student services professionals across the college system.

6.0 EXECUTIVE

The SASCC Executive is comprised of 7 members in total: Co-Chair, Co-Chair/Past-Chair, Chair-Elect, and 4 Regional Chairs (one of whom shall be designated Chair Elect-elect). The Chair and Past-Chair shall serve as co-chairs of SASCC. The 2 co-chairs are the SASCC representatives to the CAAT Coordinating Committee.

Liaisons to Operating Committees, Chairs of SASCC Strategic Working Groups and liaisons to Networking Groups may be requested to submit a report to the Executive and may be invited to attend Executive meetings depending on agenda items

6.1 EXECUTIVE RESPONSIBILITIES

The Executive Committee members share the following tasks and responsibilities including:

- The agenda and planning for the SASCC and SASCC Executive meetings is the responsibility of the co-chairs.
- The co-chairs represent SASCC on the CAAT Steering Committee.
- The organization of the professional development day will rotate on a regional basis (West, Central, North, and East), organized by the regional representatives.
- The Chair Elect chairs the selection committee for the Art King Award and Joan Homer Award.
- Maintenance of the CCSSMEM and CCCSS-L listserv is the responsibility of the Chair.

- Administrative support for SASCC is provided by the assistant of one of the co-chairs.
- The Executive Committee will identify SASCC members to participate on committees that are struck during the year.

7.0 OPERATING GUIDELINES

- 7.1 It is the responsibility of the SASCC to identify/recognize issues that should be forwarded to one or more committees and/or groups within SASCC, to other Colleges Ontario Coordinating Committees, or directly to the CAAT Coordinating Committee as is appropriate and expeditious.
- 7.2 SASCC is responsible for ensuring that all issues addressed and/or resolved by any Operating Committee, Networking Group, or Strategic Working Group within the responsibility of the Student Access and Success Coordinating Committee have been considered against the decision-making framework defined herein.
- 7.3 SASCC will ensure that any recommendation which is forwarded to the CAAT Coordinating Committee has been considered by all appropriate Operating Committees and/or other appropriate groups with the SASCC structure.
- 7.4 SASCC links with each of its Operating, Networking and Liaison Groups through an assigned liaison representative. The purpose of this linkage is to support the Operating, Networking, Liaison Groups, present a coordinated approach to issues of student access, retention and success and ensure that issues are addressed by appropriate groups and through appropriate channels.

The SASCC liaison representative will maintain ongoing contact with the Chair(s) and/or the designated liaison representative of the assigned Operating Committee, Networking Group, or Liaison Group. Every effort will be made for the SASCC Liaison to attend Executive and Annual Meetings of the Operating Committee, Networking Group, and/or Liaison Group and to ensure the SASCC liaison representative is copied on communication to its members.

The Chair of the Operating Committee, Networking Group, and/or Liaison Group may be asked to provide reports to SASCC through the SASCC liaison representative. Minutes of the SASCC meetings and appropriate information will flow from SASCC to the Chair and/or designated liaison representative to the Operating, Networking, Liaison Group.

- 7.5 Each Operating Committee, Networking Group and Strategic Working Group will establish operating guidelines to be approved by SASCC. Revisions to approved operating guidelines of the Operating Committees and Networking Groups must also be approved by SASCC.

7.6 The SASCC Executive will ensure that all recommendations and requests for decisions and support from Operating Committees, Networking Groups and/or Liaison Groups is acted upon in a timely manner. Where appropriate, recommendations submitted to SASCC and approved will be forwarded to the CAAT Coordinating Committee or other Colleges Ontario Coordinating Committees for information and/or action.

8.0 LINKAGE WITH THE CAAT COORDINATING COMMITTEE

SASCC is linked to the CAAT Coordinating Committee through the 2 co-chairs who serve as members of the CAAT Coordinating Committee.

9.0 LINKAGE TO THE COMMITTEE OF PRESIDENTS

SASCC is linked to the Committee of Presidents through the CAAT Coordinating Committee.

10.0 LINKAGE TO THE OPERATING/NETWORKING/LIAISON/STRATEGIC WORKING GROUPS

Linkage between the SASCC and its Operating Committees, Networking Groups and Liaison Groups is accomplished by assignment of a SASCC member as a liaison representative to each of the Groups.

SASCC Strategic Working Groups are chaired by a member of SASCC.

11.0 DESIGNATED MEMBERSHIP ON PROVINCIAL GOVERNANCE BOARDS

SASCC has membership on the following provincial governance boards:

- OCAS Management Board
- Bibliocentre Management Board

12.0 COMMUNICATION

SASCC will ensure that appropriate communication tools are implemented so that all members are kept well informed with a format that will encourage two-way dialogue.



COLLEGE COMMITTEE ON DISABILITY ISSUES
COMITÉ COLLÉGIAL EN BESOINS PARTICULIERS

Response to SAS-CC Terms of Reference

In response to the terms of reference developed this year by SAS-CC which includes some changes to the operating structure, the CCDI membership would like to express our agreement with the mission and mandate which is congruent with our understanding or our mission statement:

CCDI Mission Statement

The mission of the College Committee on Disability Issues is to promote and provide quality leadership in the development and delivery of support services to students with disabilities, in order to enhance educational opportunity and student success, foster the college communities' awareness of and support for persons with disabilities, while promoting partnership among students, program departments and support service departments.

Our mandate is to provide services while students are attending college and to look for ways to develop policy and practice that promotes and ensures access, retention, and success.

We respect and share the SAS-CC values and are pleased to remain an operating group. We respectfully value the purpose you have outlined for us; however, we are struggling with the conditions of the redefined Membership, specifically that "The Chair of an operating committee must be an administrative employee."

Please be aware that all persons that work in DSO are encouraged to participate in CCDI. We have established a mentorship program to allow new persons to learn the roles and responsibilities of the executive. Very few administrators solely wear the cap of Disability Services; given their many other responsibilities they most likely will not have the opportunity to commit to the crucial work done by CCDI. There are only five administrators that have the role of college representative at this time. On the current executive there is only one member in an administrative role. All other college representatives are DSO employees who are direct service providers.

We are concerned that without the grassroots ideology, which is the strength of our membership, some of the proactive opportunities will be lost. We would also like to acknowledge that our membership is not one dimensional; our members include counsellors at the faculty level, advisors, learning strategists, assistive technologists, transcriptionists, all providing direct service to students with disabilities. Ontario is currently a leader in the country in disability services, in great part we believe to the innovation and passion of this eclectic group of student service providers.

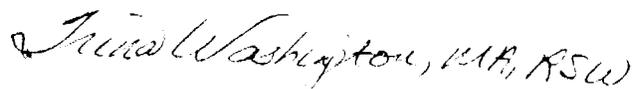
One of the strengths of CCDI has been the inclusiveness of our membership which has provided an opportunity for the development of policies & procedures in response to the laws of the Ontario Human Rights Code, as well as the impending regulations which will govern how colleges provide students services through the Accessibility for Ontarians with Disabilities Act – the financial implications for our colleges is potentially significant and CCDI would like to remain in the forefront of reaction to these new laws. As our membership has grown to include all aspects of disability services involving both Federal and Provincial jurisdictions, we have been able to be proactive in providing consistent and legally compliant procedures for students with disabilities.

Also, we have been responsive to the legal requirements around the Bursary for Students with Disabilities and other OSAP processes such as the entry bursary for SWD as well as connection with Financial Aid to develop the Bursary for Students with Disabilities guidelines. These funds bring millions of dollars of support to SWD to help ensure their success and these processes come with liability and accountability to our colleges, which are also undertaken by the Offices for Students with Disabilities. We've developed best practices and practical methods of managing these requirements in large part through the collaboration of our CCDI membership.

The proactive processes developed have ensured that with over 50,000 SWD over the last 10 years, there have been only a few complaints through the OHRC. Through the proactive lobbying of CCDI, not only has the AFSD envelope steadily increased to almost \$10 mil but additional envelopes have been added such as the enhanced services fund for students with learning disabilities, now at \$3.7 mil, the summer transition programs at \$800,000 and the additional access fund as a direct result of the involvement of CCDI members with the Rae Review at \$675,000 for 2008. Most recently, there has been a \$1.8 million dollar increase to colleges to provide supports for apprenticeship students with disabilities, again in large part a result of the strong lobbying of CCDI. In addition, CCDI has played the key role in the tuition fee reduction initiative, the implementation of the Bursary for Students with Disabilities, the increase in the Interpreter Fund to over \$1 mil and the verification of the entrance bursary for all students with disabilities. These funds support SWD and make it possible for them to attend and be successful in our colleges in steadily increasing numbers to over 19,000 last year. This is a testament to the quality proactive approach that colleges have developed through the recommendations of CCDI. Other provinces have not been so fortunate nor do they have the advocacy of a strong disability organization.

We feel that the only way to keep our advocacy strong and current, and responsive to the changing demands of government and laws, is to have an informed and committed membership. We feel that this membership will be compromised if only busy administrators, the majority of whom have responsibility for other major areas in our colleges, are the representatives of disability services at their colleges. Without a strong voice, our potential membership may well dwindle and with it the extensive and varied knowledge base of our college staff in disability services.

We would respectfully request that a second review be made of the requirement for only administrators to be the chair.



Trina Washington, Chair
CCDI