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Co-Chairs: Maureen Wideman and Alyson Seale

Present:

Alyson Seale	Alison Prichard-Orr	Maureen Wideman	Barbara Salingre
Betty Wierda	Cheryl Van Nes	Glen Whitfield	Korina Gratton
Kulwant Gill	Rilla Apostolakis	Ted Zak	Tia Noble

Regrets: Melissa Banks

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**Note:** The meeting began late as there were technology issues connecting the CEP and Abbotsford campuses through video conferencing.

1. Alyson Seale, co-Chair of the AAC, welcomed everyone and a round table of introductions were conducted.
2. The committee reviewed the Terms of Reference and no changes were suggested.
3. A discussion was held around increasing membership on the committee  
**ACTION ITEMS:**  
**Maureen Wideman** would send an email to all department assistants asking them to send the message out requesting members for representation on the committee  
**Rilla** will approach SUS about having a representative  
**Glen** will contact our student from last year to see if she is interested in staying on the committee  
**Ted** will see if he can get more representation from FATS  
**ALL** – everyone will ask their colleagues if they want to join the committee
4. Facilities has done some renovations over the summer to improve accessibility.  
**ACTION ITEM: Alyson Seale** will ask them if they would like to present to the committee at the December meeting.
5. Maureen provided an update to the Trades and Students with Disabilities online module. It is close to being finished. The design needs to be revised and it will be ready to go.
6. Maureen provided the committee with last year’s annual report which will go to Jody Gordon.
7. The committee discussed goals for next year.
  - a. **ACTION ITEM: Glen and Maureen** will begin the process of revising the Accommodations policy to be more about accessibility. A first draft will be available for the committee to review by December.
  - b. **ACTION ITEM: ALL** - The committee is to gather resources and tip sheets around accessibility. They are to send them to Maureen who will have them placed on the Teaching and Learning web site.

This can also include videos pulled out of the Trades module that can be used to address specific questions.

8. The committee had a discussion around what kind of PD they would like to have at their meetings. The group said that they like having speakers. One suggestions was someone to speak on anxiety, stress and students with mental health issues.

**ACTION ITEM: Alison Pritchard-Orr** was going to contact the President's Lecture speaker to see if she would be willing to speak to the committee

**ACTION: ALL** - the committee is to forward suggestions for speakers to Alyson Seale.

9. The committee had a discussion about changing the date of the December meeting to December 2, 2015.

**Upcoming Meeting Dates:**

December 2, 2015 2:30-4:30 p.m. Abby - G113 / CEP A1369

Feb10, 2016, 2:30 pm - 4:30 pm, ABB A203B and CEP A1369

May 18, 2016, 2:30 pm - 4:30 pm, ABB A203B and CEP A1369