McMASTER UNIVERSITY
Centre for Student Development
Disability Services

YEAR-END REPORT 2006 – 2007
TO THE
MINISTRY OF TRAINING, COLLEGES AND
UNIVERSITIES

ACCESSIBILITY FUND FOR STUDENTS WITH
DISABILITIES

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ODA Plan website:
csd.mcmaster.ca/documents/McMaster_University_Annual.ACCESSIBILITY_Plan_06-07.pdf

August 31, 2007
# YEAR END REPORT 2006 – 2007
TO THE
MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES

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SECTION 1 Centre for Student Development Activity Report

1.1 ORGANIZATIONAL CHART

Disability Services

See Appendix I

Centre for Student Development

See Appendix II

Staffing Changes:

Note 1: Shawna Hamilton (Programme Coordinator, Disability Specialist) on maternity leave replaced by Julia Shelley (Tests/Exams Coordinator) effective October 2006

Note 2: Julia Shelley (Tests/Exams Coordinator) replaced by April Beresford effective October 2006

Note 3: Caroline Cayuga (Learning Disabilities Coordinator, Disability Specialist) replaced by Indrani Reddy effective September 2006 as Program Coordinator (Disability Specialist)

Note 4: Kate Gies (Programme Coordinator – Learning Specialist working with students with a Learning Disability, ADHD and ABI) replaced by Angela Lecomte effective September 2006

Note 5: Heather Sullivan continued in her roles as Program Coordinator (Disability Specialist) in replacement of Cheryl Bossé on long term disability

1.2 SERVICES AND ACCOMMODATION

- CSD conducted its first Transition program to First Year students with disabilities to help them prepare for university, including the production of on-line videos
- Hosted a Transition Orientation lunch and workshop for incoming students with disabilities
- CSD continued to provide a high level of support to students with disabilities i.e. notetaking, tests/exams, peer programs, disability awareness, volunteer services, academic accommodations, among others
- Learning Strategist is responsible for providing appropriate programs using learning strategies to assist students with learning disabilities
- Peer Helper Program, trained and supervised by professional staff, to assist students with their needs i.e. time management, organizational
skills, writing skills, research skills, finding a tutor, volunteer support, and notetaking.

- Mental Health Support Group for students
- Mental Health Working Group with Campus Health Office
- Conducted a disability services area planning retreat
- Involved with the CADSPPE Ad Hoc Committee on Transcription Issues
- Involved with the library in the provision of access for students with disabilities in the new library Learning Commons
- Hired work study students to provide transcription of text material support
- Initiated the lending out voice recorders program in cooperation with the new library Learning Commons
- Provided the annual day planner to students with disabilities; sold a copy in Titles Bookstore with proceeds distributed to students with disabilities via the Jamie R. Greilich Memorial Bursary
- Implementation of new web-based services for students with disabilities including notetaking and test booking. Additional web based support; the on-line intake, appointment and receipt of tests in electronic format is in progress

Transcription Services:

Fall 2006:
- Number of students served – 38
- Average number of hours spent on each transcription – 30
- Internal Production Statistics:
  - Braille transcriptions – 5
  - Daisy transcriptions – 0
- Total Number of transcriptions (includes in-house/RSL/Custom Course Ware, requests to publishers, etc.) – 189

Winter 2007:
- Number of students served – 27
- Average number of hours spent on each transcription – 35
- Internal Production Statistics:
  - Total Number of E-texts (includes in-house production and RSL; requests to publishers; etc.) – 119
  - Total Number of Custom Course Ware requests – 41
  - Other requests (such as lecture notes, reserve material, etc.) – 6

1.3 ENHANCED SERVICES FOR STUDENTS WITH LEARNING DISABILITIES

Learning Strategist Activities:
- Academic or Learning skills assessments – 2 students
- Individualized service plan – 41 students
- LS training/tutoring – 93 students
- Subject-specific tutoring – 55 students
- Self-advocacy training – 15 students
- LD-specific counselling – 0 student
- Career planning and counselling – 10 students
- Individualized accommodation plans – 31 students

**Assistive Technologist Activities:**
- Assessment reviews for AT purposes – 30 students
- Providing training/support for use of AT – 70 students
- Providing AT – specific accommodation planning – 5 students
- Advising to assist with the purchase of equipment and software – 46 students
- Other – 52 students
- Providing ad-hoc computer/technology support – 332 hours

1.4 **PROFESSIONAL DEVELOPMENT**

*Professional and Associated Affiliations:*
- Member of the IDIA
- Member of the CADSPPE
- Member of the AHEAD
- Member of the Advisory Committee for Persons with Disabilities – City of Hamilton
- Member of the Transportation Sub Committee of the Advisory Committee for Persons with Disabilities – City of Hamilton
- Member of the Ministry of Training, Colleges and Universities – Transcription Services Advisory Committee
- Member of the AODA Transportation Standards Development Committee as the Council of Ontario Universities representative
- Member of the COU-OADA Steering Committee
- Member of the McMaster University Committee on Disability and Access (MUCDA)
- Member of the Board of Directors of Community Living Hamilton
- Member of the McMaster University Inclusion Steering Committee
- Member of the Ontario Association of Social Workers and Social Service Workers
- Member of the Ontario College of Teachers
- Member of the Ontario Psychological Association
- Member of IAC (International Association for Counseling)
- Member of the CADSPPE Board as the CACUSS liaison
- Member of the MUCDA Campus Audit Steering Committee
Professional Development Activities:

- Involved with local and provincial disability related activities such as the Hamilton Advisory Committee for Persons with Disabilities, the Inter-University Disability Issues Association (IDIA), and the Canadian Association of Disability Service Providers in Post-Secondary Education (CADSPPE), the CADSPPE Ad-Hoc Committee on Transcription Issues, the Ministry of Training, Colleges and University Transcription Services Advisory Committee (MTCU-TSAC)
- Involved with provincial AODA standards development committee for transportation
- Group Skill workshop – Leading Edge, May 2006
- Autism Conference, May 2006
- CNIB Technical Aids Exhibit, May 2006
- AT Peer-to-Peer Information Exchange, June 2006
- Trauma and Addictions Workshop, June 2006
- Applied Suicide Intervention , June 2006
- CACUSS McMaster University, June 2006
- Forum on Suicide Prevention, September 2006
- 4th International Conference on The Book, Boston, Massachusetts, USA, October 2006
- IDIA, Waterloo, October 2006
- Building Mental Health Awareness, October 2006
- Understanding Mental Health Law, October 2006
- Human Rights & Equity Services Workshop on 3R’s: Creating a Harassment Free Environment, October 2006
- Supervisors Skills Training, October to November 2006
- Practicing Psychology in Educational Contexts by RARC, Queen’s University, November 2006
- Human Rights & Equity Services Workshop on What’s in a word: Insult or Inclusion, November 2006
- Mobile Assessment Team Training for Learning Disability, January 2007
- HR Workshop on How to Develop Effective Interview Questions, January 2007
- HR Workshop on Diversifying Recruitment and Selection, January 2007
- AHEAD Audio Conference on ADHD Coaching, January 2007
- HR Workshop on How to Develop Effective Employment, March 2007
- AHEAD Audio Conference on Charting An Ethical Course March 2007
- Conference on ADHD, November 2006
- Integrated Treatment for concurrent disorders, January 2007
• Human Rights & Equity Services Workshop on Sexual Harassment, January 2007
• Cross Cultural Mental Health, January 2007
• Inspiring Within Conference, March 2007
• Oracle Workshop, March 2007
• HR Workshop on Due Diligence, April 2007
• Case management with counseling services, weekly basis
• Case management with Program Coordinator, weekly basis

1.5 MARKETING/OUTREACH TO INTERNAL/EXTERNAL COMMUNITY

• Consultation with Faculties, academic and administrative departments, and instructors
• Faculty consultation (roundtable discussion)
• Disability awareness activities i.e. student day planner, poster campaign incorporating images of students with disabilities, art demonstration and exhibition, comedy night, music show, The Empowered comic book, etc

1.6 PARTNERSHIP/COLLABORATIVE EFFORTS/LINKAGES

• Close working relationship with the Registrar's office to coordinate university exams, student time table and accessible classroom scheduling
• Close working relationship with the University library on the provision of text material in alternate format
• Continued consultation on campus access audit
• Initiated discussion on revision of University Policy on Accommodation of students with disabilities

1.7 EQUIPMENT ACQUISITION/TECHNOLOGY

• Replacement and maintenance of staff computer system
• Replacement and maintenance of ATLAS lab computer system including access technology
• Replacement and maintenance of test/exam computer system including access technology

1.8 POLICY REVIEW

• Academic Accommodation Policy for Students with Disabilities is currently in progress.
• For McMaster's current policy, please refer to the University web address at www.mcmaster.ca/policy/
1.9 ACCESS TO OPPORTUNITY FUNDING

- McMaster University was able to use additional funding to help support the overall mission of the university and the Centre for Student Development Disability Services.

SECTION 2 Data Collection

2.1 Table I: Total Number of Students Reported According to Principal Disability

<table>
<thead>
<tr>
<th>Total Number of Students Reported According to Principal Disability</th>
<th>2006-07</th>
<th>2006-05</th>
<th>2005-04</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTCU Disability Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 – Acquired Brain Injury</td>
<td>25</td>
<td>26</td>
<td>19</td>
</tr>
<tr>
<td>02 – Attention-deficit/hyperactivity disorder</td>
<td>103</td>
<td>82</td>
<td>77</td>
</tr>
<tr>
<td>03 – Chronic Illness / Systemic/Medical</td>
<td>148</td>
<td>145</td>
<td>115</td>
</tr>
<tr>
<td>04 – Deaf, deaf, Deafened, Hard of Hearing</td>
<td>12</td>
<td>10</td>
<td>19</td>
</tr>
<tr>
<td>05 – Learning Disability</td>
<td>178</td>
<td>199</td>
<td>181</td>
</tr>
<tr>
<td>06 – Low Vision, Blind</td>
<td>32</td>
<td>26</td>
<td>18</td>
</tr>
<tr>
<td>07 – Mobility/Functional</td>
<td>77</td>
<td>61</td>
<td>57</td>
</tr>
<tr>
<td>08 – Psychiatric</td>
<td>340</td>
<td>283</td>
<td>219</td>
</tr>
<tr>
<td>09 – Other (Note 1)</td>
<td>179</td>
<td>163</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1094</td>
<td>995</td>
<td>705</td>
</tr>
</tbody>
</table>

Note 1: Other consists of:

- Wondering if they have a Learning Disability / Attention Deficit Disorder
- Screening
- Inquiry about Disability Services at McMaster
- Assessment
- Testing

2.2 Table II: Total Number of Students in Table I who Received Services and Supports for Multiple Disabilities

<table>
<thead>
<tr>
<th>Total number of students in Table I who received services and supports for multiple disabilities</th>
<th>2006-07</th>
<th>2006-05</th>
<th>2005-04</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>95</td>
<td>82</td>
<td>Note 2</td>
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</table>

Note 2: This information was not tracked at the time of reporting
### 2.3 Table III: Total Number of Accommodated Disabilities

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01 – Acquired Brain Injury</td>
<td>28</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>02 – Attention-deficit/hyperactivity disorder</td>
<td>121</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>03 – Chronic Illness / Systemic/Medical</td>
<td>168</td>
<td>162</td>
<td></td>
</tr>
<tr>
<td>04 – Deaf, deaf, Deafened, Hard of Hearing</td>
<td>13</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>05 – Learning Disability</td>
<td>195</td>
<td>216</td>
<td></td>
</tr>
<tr>
<td>06 – Low Vision, Blind</td>
<td>35</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>07 – Mobility/Functional</td>
<td>84</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>08 – Psychiatric</td>
<td>366</td>
<td>302</td>
<td></td>
</tr>
<tr>
<td>09 – Other</td>
<td>179</td>
<td>163</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>1189</td>
<td>1078</td>
<td>Note 3</td>
</tr>
</tbody>
</table>

**Note 3:** This information was not tracked at the time of reporting

### SECTION 3 Reporting Requirements for Enhanced Services Funding

#### A. Students

1. Number of students receiving support from a Learning Strategist | 122
2. Number of students receiving support from an Assistive Technologist | 83
3. Number of students receiving support from an LS/AT | n/a
4. Total number of students with specific learning disabilities receiving Enhanced services | 159

#### B. Number of Psycho-educational Assessments Completed

1. Number of assessments with costs covered by the Accessibility Fund for Students with Disabilities | 3
2. Number of assessments with costs covered by the OSAP Bursary for Students with Disabilities (BSWD) | 11
3. Number of assessments with costs covered by health insurance | 2
4. Number of assessments referred to a Regional Assessments and Resource Centre (RARC or NOARC) | 25
5. Number of assessments with costs covered by other external funding | 3
6. Number of assessments with costs not covered under i-v but covered by the institution | 20

Total number of Psycho-educational Assessment completed | 41
APPENDICES
Organizational Structure of the Centre for Student Development, Disability Services 2006-07

AVP (Student Affairs) and Dean of Students
Dr. Phil Wood

Director of Student Services
Gina Robinson

Director, Centre for Student Development
Desmond Pouyat

Services for Students with Disabilities
Manager, Disability Services & University Advisor on Disability Issues
Tin Nolen (1 FTE)

Administrative Assistant
Norreen Myers (0.5 FTE)

Administrative Secretary
Aileen Pineda (1 FTE)

Program Coordinator, Disability Specialist
Christine Jackiw (1 FTE)

Program Coordinator, Disability Specialist
Shawna Hamilton (1 FTE)

Program Coordinator, Disability Specialist
Heather Sullivan for C. Bass (0.3 FTE)

Tests & Exams Coordinator
India Shelley (1 FTE)

Coordinator, Library Services for Students with Disabilities
Harry Emms (cross-app. Mills Library) (1 FTE)

ATLAS Lab
Disability Disabilities Coordinator, Disability Specialist (ATLAS Lab Supervisor)
Caroline Cayuga (1 FTE)

Learning Strategist
Nancy McQuigge (1 FTE)

Assistive Technologist
Kim Shaw (1 FTE)

Program Coordinator (Learning Specialist)
Kate Gies (0.3 FTE)