Transition Resource Guide Advisory Board Guidelines

**Purpose and Scope:** The Transition Resource Guide Advisory Board advises and makes recommendations to the Regional Assessment and Resource Centre (RARC) web development team with the aim of making the site accurate, up-to-date and a reflection of what is required for students with disabilities to make a successful transition to post-secondary education.

[http://www.transitionresourceguide.ca](http://www.transitionresourceguide.ca)

**Specific Roles:**

The site will highlight Transitions resources for Students with Autism Spectrum Disorders during the 2014-15 and 2015-16 fiscal years.

**RARC**

- Hosts and maintains the website
- Gathers statistics on the site on a regular and on-going basis
- Monitors the site and ensures links are kept up-to-date
- Makes changes within the current template as needed
- Implements changes (outside the current template) as recommended by the Board
- Conducts random checks to ensure website accuracy
- Liaises with post-secondary institutions when specific information is requested
- Corresponds with all individuals who provide comments
- Gathers all feedback and presents to Board members at quarterly meetings
- Works with the Ministry of Training, Colleges and Universities to support expansion of tools and information provided on the site

**BOARD**

Evaluates website and suggestions received in on-line comments
Make recommendations for changes and future development
Explore Development and marketing opportunities

**MEMBERSHIP**

Meetings will be chaired by a member of RARC

Members will be nominated by the following organizations/stakeholders:

- IDIA (Inter-University Disability Issues Association)
- CCDI (College Council on Disability Issues)
- NEADS (National Educational Association of Disabled Students)
- OUAC (Ontario University Application Centre)
- OCAS (Ontario College Application Service)
- York University (ASD Project Demonstration site)
- Algonquin College (Demonstration site)
- Secondary SERT/LS
- Secondary Guidance Representation
Meeting Frequency: Quarterly (2-3 meetings/year via teleconference, other meeting(s) at our offices in Kingston, ON)

The site recognizes funding support from the Ministry of Training Colleges and Universities