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|  | Date: Sept. 25, 2017 |

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| **Part 1: project INFORMATION** |
| Primary Project Theme (max. 1): | Secondary Project Theme/s (max. 2): |
| BiodiversityBuildingsClimateCommunityEnergy | FinanceFoodHealthLandMaterials | ProcurementTransportationWasteWaterWellbeing | BiodiversityBuildingsClimateCommunityEnergy | FinanceFoodHealthLandMaterials | ProcurementTransportationWasteWaterWellbeing |
| **Project Title**:Inclusive Mapping Project  |
| **Project Main Purpose:** There are many ways that UBC seeks to make this campus more accessible and inclusive for our diverse community. The EIO has developed a map that allows people who require accessible and/or gender neutral washrooms to locate these spaces on campus. We would like to be able to expand the capabilities and functionality of this map by adding more layers to it to include more buildings, more information and other spaces such as prayer spaces and breast feeding rooms. We would also like to be able to better understand how many people are using our map and how they are using it. We are aware of at least one other university (UofT) who has a similar map on their website. It would be helpful for us to be able to compare and contrast other washroom maps on campuses across Canada and to see what their functionalities are and what elements they have included in their maps. The project would require a scan of washroom maps on Canadian campuses, some primary data collection, analysis and recommendations. |
| **Project Background/ Context:***Please describe pertinent project background information. This may include any challenges or opportunities that led to this project request.* |
| **Contribution to Sustainability at UBC:***In this section please summarize how the project supports UBC’s sustainability goals, your department’s sustainability goals and operational plans*. |
| **Outline of Project Details:**  It would be really useful for us to be able to add more layers to our current washroom map by adding:1. The washrooms that are not currently on the map. There are approximately 6-10 buildings that have not been mapped.
2. To include more information on the maps to indicate whether the single user washrooms are locked or unlocked and whether they are universal, or designated as Men or Women’s washrooms (see [UofT washroom map](http://map.utoronto.ca/marker/single_user_accessible)). An analysis of this info would be really beneficial for us so we can better understand how accessible these washrooms actually are for Trans and gender non-conforming people.
3. Prayer and other religious spaces: there is one formal space, but students should draft an e-mail, for EIO to review, to send to student clubs to identify additional informal prayer spaces
4. Breast feeding rooms: <http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/breastfeeding-friendly-spaces/> . This map is out of date and would need to be updated.
5. Expanded universal change rooms in UBC REC athletic buildings
6. To develop website analytics for the map (e.g. to gauge website traffic and what platforms are being used)

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| **Deliverables:***This section pertains to what is expected at project completion. All SEEDS Projects require an executive summary, a report, and a presentation.***Required**[Critical Milestones](https://sustain.ubc.ca/sites/sustain.ubc.ca/files/uploads/Critical_Milestones.docx) (please click on link for more information)Executive Summary (2 page max.)ReportPresentationOther (e.g. prototypes, a demonstration, conceptual designs, full build, video, application, installation, etc.) *Please specify other deliverables:* ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |
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| **Anticipated Outcomes:***The expected outcomes are:*1. A more robust map that will highlight where the spaces necessary for the inclusion of our diverse UBC community are located.
2. A “lit review” of what other Universities have in term of similar maps and recommendations for our map.
3. Analysis of whether our single-user washrooms are actually accessible to Trans and Gender Non-conforming people (ie. Are the washrooms locked and/or gendered).
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| **Anticipated Initiation and Completion Date:**Up to 2 milestones check in meetings to assess project process. Deadline to corresponds with the needs of the course. |
| **Special considerations:** The breast feeding room list needs to be updated. |
| **Potential information sources:*** UBC’s current washroom map: https://www.google.com/maps/d/viewer?mid=1Nviv1JmRdpTNjj7BuXg06dc2uW0&ll=49.264057587910315%2C-123.24728327751438&z=16
* UofT washroom map: [http://map.utoronto.ca/marker/single\_user\_accessible#](http://map.utoronto.ca/marker/single_user_accessible)
* Breast feeding rooms list that needs updating: <http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/breastfeeding-friendly-spaces/>
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| **Desired Student Qualifications:*** Coding skills
* Understanding of website analytics
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| **Budget (if any):** NA |
| **Funding:** Students interested in funding opportunities for this project, please **check out the AMS Sustainability Fund** at: [*amssustainability.ca*](http://amssustainability.ca/) |

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| **Part 2: Project team** |
| **Primary Staff Client: Adeline Huynh, Equity & Inclusion Office** |
| **Secondary Staff Client: Leena Abdelrahim, Equity & Inclusion Office** |
| **Faculty:** |
| **SEEDS project Coordinator/Manager:** |

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| **Part 3: anticipated OperationaL staff, faculty and student responsibilities** |
| **Staff Client(s):*** Review project proposal.
* Attend initial project team “kick-off” meeting or workshop to review project proposal collaboratively, discuss expectations, identify resources, and to set agreed-upon project milestones.
* Commit to ongoing communication engagement with the project member or team. This is typically through meetings, email communication or in-class workshops.
* Review and provide comment on any submitted progress reports and draft report.
* Attend final project report presentation.
* Complete the end of term SEEDS Project Evaluation Surveys.
* Inform SEEDS Sustainability Program Representative if any work content is sensitive and/or confidential in nature, and what measures they would like to implement to manage this content.
* If you are contacted by the media or initiate contact with the media please inform them that you are not speaking on behalf of the SEEDS Sustainability Program. If you expect that your project will receive media coverage please inform SEEDS Sustainability Program Representative.

**Faculty:*** Explain how student will be graded for the project and how the project mark fits into the course mark.
* Support student throughout project with expertise and advice as needed.
* Ensure students understand their reports will be published and made available to the public.
* Ensure students understand that they can opt out of having reports published by submitting a written request to the SEEDS Program or contacting SEEDS.opt.outs@ubc.ca.
* Attend student presentation of project.
* Complete the end of term SEEDS Project Evaluation Surveys.
* If you are contacted by the media or initiate contact with the media please inform them that you are not speaking on behalf of the SEEDS Sustainability Program. If you expect that your project will receive media coverage please inform SEEDS Sustainability Program Representative.

**Student:*** Meet project deliverables.
* Propose and commit to ongoing communication engagement schedule with your staff clients and other project team members. This is typically through meetings, email communication or in-class workshops and serves as an opportunity to discuss project progress and receive guidance. Attend final meeting with staff and present final research deliverables including your recommendations for implementation and future research.
* Using the [SEEDS Cover Page template](https://sustain.ubc.ca/sites/sustain.ubc.ca/files/uploads/Cover_Page_Template_2015.docx), electronically submit the project report including an executive summary, to UBC SEEDS Sustainability Program within two weeks of project completion. SEEDS Sustainability Program staff will distribute the published report to all project team staff clients.
* Ensure there is no personal information (student ID, e-mail addresses, phone numbers, etc.) in the body of the final project report.
* Student reports will be published and made available to the public. Students will receive an email with a link to their report and opt-out information. If you do not want your report to be published through public channels, please inform the SEEDS Program in writing, or contact SEEDS.opt.outs@ubc.ca.
* Complete the end of term SEEDS Project Evaluation Surveys.
* If you are contacted by the media or initiate contact with the media please inform them that you are not speaking on behalf of the SEEDS Sustainability Program. If you expect that your project will receive media coverage, or have the opportunity to publish an article about the program or on your project, please inform a SEEDS Sustainability Program Representative.
* Have you considered taking and submitting photos of your SEEDS project?

You can submit up to eight (8) high-resolution photos with your final project report. The SEEDS Sustainability Program may use your photo for promotional purposes such as online (website), through social media (Facebook, Twitter, Instagram), or in print publications. * Campus and Community Planning is not able to post images of your work directly to social media on your behalf. For Campus and Community Planning to be able to promote your work through our digital communication channels, we need to be able to re-tweet, like or comment on your original social media content. Please ensure that you give Campus and Community Planning or UBC Sustainability the heads up that you’ve posted something online so that we can share it.

Photo credit will be given to the photographer in all instances so please tell us who took the photo. You will also need to have [photo consent forms](http://universitycounsel.ubc.ca/files/2011/01/Final-Consent-to-use-of-Image-Nov-23-10.pdf) signed by anyone who you photographed and submitted with the photograph. Some tips to taking a good photo with your phone:* Focus on capturing emotion and action
* Take the photo with your phone positioned horizontally
* Follow the rule of thirds (check out Wikipedia for a definition)
* If you are taking pictures with people, expressions should be confident, honest, open, sociable, and bold (looking directly at the camera), where appropriate
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