

Action Plan

"One university for all"

- State of affairs 10/2021 - Protocol

3rd meeting of the steering group on 07 October 2021
11 a.m. - 1 p.m. as a video or audio conference.

List of participants (alphabetical):

Silke Adam, Employee Representative for Severely Disabled Employees

Andrea Bartkowski, Senate Representative for the Interests of Disabled and Chronically Ill Students

Dr. Carsten Bender, Center for Higher Education, Disability and Studies Section (DoBuS) Vivien

Birkner, student and officer of the Autonomous Disability Unit (ABeR).

Nadine Finke-Micheel, Human Resources Department, Equal Opportunity, Family and Diversity

Unit Maike Jubelius, Employer Inclusion Representative for Severely Disabled Employees Prof.

Dr. Christoph de Oliveira Käßler, Faculty of Rehabilitation Sciences

Martin Kötterheinrich, ITMC

Christian Rehkopp, Department of Construction and Facility Management, Infrastructural

Management Bianca Schumacher, Department of University Development and Organization,

University Structure and Quality Management

Tobias Sturm, Department of University Development and Organization, Organizational

Development Dr. Ute Zimmermann, Department of Human Resources, Equal Opportunity,

Family and Diversity Office

Agenda

TOP 1: Welcome: Ute Zimmermann welcomes the attendees and all introduce themselves.

ITEM 2: Developments since October 2021 - report and discussion
ITEM 3: Vote on the further procedure

TOP 4: Miscellaneous

An overview of the action plan's fields of action:

1. Field of action (structural) accessibility
2. Field of action prospective students and students/teachers
3. Field of action Employees
4. Field of action research
5. Field of action Public Relations
6. Quality assurance field of action

Field of action (structural) accessibility

1.3 Implementation of the Ordinance on Accessible Information Technology of the State of NRW

Digital accessibility as a cross-cutting task: shift from "if" to "how"

- DoBuS establishes itself as a central point of contact on the topic (consultation, accessibility and usability test)
- Faculties and institutions make active use of consulting services (over 50 consulting topics)
- Raising awareness/qualification: Keynote/workshop at the Digital Teaching Day, digital spring, workshops in university didactic continuing education, participation in DLL and Digital Lunch, special page in UniZet, etc.
- Results: Accessibility declarations, sample module catalog, videos with subtitles and audio description, accessibility is taken into account when applying for projects, etc.

- Problem: Third party provider!!!

Field of action (structural) accessibility

1.1 Usability of all software used at the university

- Agreed consideration of accessibility in software procurement is only partially implemented
- Problems: Non-consideration, no prioritization, no commitment, unclear processes.

1.2 Usability of all IT infrastructure developed at the university

- For current projects such as CMS, space scanning/ TU App, accessibility is taken into account during development, consulting and testing by DoBuS.
- Open Tasks: Test standards & accessibility for updates

From the meeting on 7.10.21

- Carsten Bender sums up that the cooperation of DoBuS with the respective responsible units of TU Dortmund University is running very productively.
- **Regarding field of action 1.1 - Software** When procuring software, one problem area that arises is that third-party providers often do not offer accessible solutions. (Examples:
Purchasing auditing software that is not accessible) There are not yet reliable processes in place for negotiating with third-party vendors to verify product accessibility by default.
 - **Result of the discussion:**
To do: Software that is rolled out university-wide should be tested for accessibility. will be. There is already a standardized draft process, which is to be checked again by **Martin Kötterheinrich and Carsten Bender** for up-to-dateness. The development of a checklist that can already be sent along with the request from providers would be optimal.

Field of action (structural) accessibility

1.7 Conversion of the Mensabrücke stop

had to be postponed due to pandemic; report by Department 6 if necessary.

1.8. Accessibility in the Student Secretariat and in the Student Union

- Adaptation of the call system in the student secretariat: First discussion of technical possibilities (app solution).
- Call system student union was postponed due to pandemic

From the meeting on 7.10.21

- **Regarding action area 1.7 - reconstruction of the Mensabrücke stop:**
- Christian Rehkopp adds that this is a purely municipal issue and that it has come to the attention of the City of Dortmund that land is being purchased from the state (BLB) to widen the road
would have to. The process is currently stalled here. Therefore, a reconstruction of the stop should take place after the new construction of the UB, since both construction projects cannot be reconciled at the same time.
 - **To do:** Some parking areas could be closed on the TU side and the metal barriers could be removed to ease the situation in the short term. **Christian Rehkopp** checks this proposal in his department.
- **Regarding Field of Action 1.8 - Accessibility in the Student Secretariat and in the Student Union - Call System**
- Martin Kötterheinrich reports that this activity has been put on hold due to the pandemic. The call system is very old overall and will have to be completely replaced in the medium term. Here is an opportunity to also supplement this with an accessible app.
 - **To do:** The process will be restarted in the **ITMC**.
- Contact with the Student Union regarding an accessible call system was also postponed due to the pandemic.
 - **To do:** To start a conversation, **Vivien Birkner, Carsten Bender and Ute Zimmermann** also arrange a site visit to identify missing guidance systems in the Student Services.


Second priority - already started:

1.4 Non-disruptive lectures and seminars for students with perceptual difficulties, anxiety disorders, or psychological distress (the latter newly included)

Process Acquisition of Space Attributes (DoBuS/Dec. 6/Dec. 2):

- Acquisition and integration into databases completed,
- Use in everyday study still needs to be established
- Expansion of acute hearing support in 2021

1.5 Site plan for accessibility on campus

- Campus location map with tactile and audible building descriptions has been posted and usable on North Campus since summer 2020. 
- Project group for routing in the buildings founded, consultation with Uni Bielefeld (Uni-Maps project), requirements profile for routing defined

From the meeting on 7.10.21

- **Regarding field of action 1.4 - Disturbance-free lectures and seminars for students with perceptual difficulties, anxiety disorders, or psychological distress**
- Christian Rehkopp reported that the room attributes have been recorded and plans are now available. In the long term, these will be available in the new campus management system be made.
 - **To Do ?:** In the meantime, the plans should be discoverable via the building department.

Second priority - not yet started:

1.6 Accessibility standards for the rental of buildings



New developments:

- Signs in the elevators at Emil-Figge-Str. 50: Strollers and wheelchairs should be given priority.
- ...



From the meeting on 7.10.21

- **Regarding field of action 1.6 - Standards for accessibility when renting buildings**
- Christian Rehkopp adds that the building department is already making sure that the buildings have the best possible facilities when it comes to leases, and that it is working with the landlords to ensure that the buildings are barrier-free retrofits (elevators, WC facilities) can be negotiated. Against the backdrop of high pressure to act, however, it must always be weighed up how long buildings are rented and which conversions are feasible in the respective building structure.
- **New development:** Signage regarding priority for wheelchairs and strollers in elevators was installed in EF 50.
 - **To do:** feedback on experiences of how signs are reacted to may be given to Ute Zimmermann.

Field of action prospective students and students/teachers

2.2 Information about and process optimization in the granting of compensation for disadvantages



- Process clarification completed with Mr. Sturm, Dec 4, Ms. Bartkowski and DoBuS, decision **not to** integrate process into CMS.
- A guide for audit committees is currently being developed
- If necessary, need for process clarification in case of rejection of a request for NT.

Current topic: Regulations for disadvantage compensation for examinations in Corona times

(especially for students in the at-risk group).

2.1 Allocation of places in courses with restricted attendance



In the Campus Management System, a notice of the regulation is posted on the central course page, and a link leads to an info page where the

Contact persons for each faculty are named.

Lead management: Carsten Bender

From the meeting on 7.10.21

- **Regarding Action Item 2.1 - Allocation of Places in Courses with Limited Attendance**
- Bianca Schumacher reports the current status quo: Since the processes for considering a disadvantage compensation in the allocation of seminar places diverge greatly in the faculties,
there shall be no automatic processing in the new campus management system. Information on how to display the demand is to be stored in the system.
 - **Idea:** When registering for a seminar, a button "I am entitled to a disadvantage compensation" could be created behind which
Hide information for the verification process of the respective faculty.
 - **To do: Tobias Sturm will** take this suggestion into consideration for the design of the seminar registrations.

Field of action prospective students and students/teachers

2.4 Improving the level of awareness of the advisory structures



- Web relaunch of DoBuS and Stabelle completed.
- Digital campus exploration with Action Bound has taken into account accessibility & specific counseling services (Central Academic Counseling).
- Reference to specific offers in Corona communication of the TU Dortmund (university communication)
- Start of social media project at DoBuS

2.5 Accessibility of the new application procedure of Stiftung Hochschulstart

- IBS of the DSW is in charge of nationwide activities, possibly new "influence possibilities" through professorship at zhb

Current topic: Consideration of disadvantage compensation for

Admission requirements for master's degree programs (Dec 4, DoBuS, LAG-SB).

Field of action prospective students and students/teachers

Second priority - not yet started:

2.3 Avoiding retreats after 6 p.m.

Field of action Employees

3.2 Improvement of process management in workplace equipment for employees with disabilities/impairments.



A process flow has been defined, responsibilities have been clarified, process information has been posted on the homepage (CFV staff unit, representative for severely disabled persons), and a printed information sheet is in preparation.

3.3 Increase in the number of severely disabled employees in central administration (including trainees)

Currently, the proportion of severely disabled employees is so appropriate that only a very small "penalty amount" has to be paid. The HR department keeps a close eye on developments. Annual feedback to action plan coordinators.

Field of action Employees



3.1 Accessible documents (e.g. official notices)

- In WiSe 21/22 DoBuS will conduct a workshop on the creation of accessible documents in the in-company training.
- Equality concepts of the TU have been realized as a test run: official notices have been designed barrier-free and are posted in Eldorado. A template and handout for this will be ready in 2022 and made available on the intranet.
- **Problematic:** the Word and pdf documents must be prepared barrier-free so that they can be read aloud in the Official Notices. For this, everyone at the TU who creates such templates would have to use the handout.

From the meeting on 7.10.21

- **Regarding field of action 3.1 - Accessible documents (e.g. official notices)**
- It is currently unclear at which point in the creation and adoption process the Official Notices of the TU Dortmund University become unreadable for screen readers.
 - **To do: Ute Zimmermann** follows the process in the upcoming publication of the equality concepts and identifies who will finalize the documents and, if necessary, could provide accessibility.

Field of action research

4.3 Employment of disabled and chronically ill young scientists

A working group consisting of academic PR, DoBuS, HR department, doctoral candidates, CFV staff unit has drawn up a funding concept for proportional job funding for doctoral candidates with disabilities and for SHK with disabilities (along the lines of the Bielefeld model). Concept was discussed in advance with the rectorate. There were reservations that needed to be clarified. A next discussion is pending.

4.2 Promotion support included see 4.3

From the meeting on 7.10.21

- **Field of action 4.3 - Employment of disabled and chronically ill young researchers**
 - **To do:** Dec. 5 **to** be involved in concept development for pro-rated position funding for doctoral students and SHK/WHK with disabilities. The concept will be sent to Andrea Bartkowski in the development phase by **Ute Zimmermann/Carsten Bender/Nadine Finke-Micheel**.
 - Aids for SHK/WHK (not employed subject to social security contributions) should also be considered in the concept development, if necessary these could be
Students, however, can also obtain resources through the DoBuS for Students pool.

Field of action research

Side effect:

Rewrite of the template that serves as the basis of any job posting - in preparation, confidential!:

In the fine print:

- We encourage diversity and welcome applications from all people.
- Applications from women and people with severe disabilities will be given preferential treatment in accordance with legal regulations.

In the pretext:

- ... open and respectful encounter of the approx. 40,000 people on campus.
- Diversity, professionalism and internationality characterize our trusting cooperation.

We offer:

- an inclusive, fair and motivating working atmosphere in a collegial team
- versatile opportunities for personal development
- A gender-equal and family-friendly environment

Lead management: Ute

Field of action research

Second priority - not yet started:

- 4.1 Provision of auxiliary means for the hiring of SHK/WHK without social insurance obligation.

Field of action Public Relations

5.1 Audio description of the TU image film

An audio description was prepared by DoBuS and made available to university communications. However, the version is not yet online because a new film version has been created in the meantime. Updating is necessary.

5.2 Awareness for value-driven action or VALUE COMPETENCE

Not yet started

Quality assurance field of action

- 6.1 Survey of the situation of disabled/chronically ill students **together with**
- 6.2 Teaching evaluation and accessibility

DoBuS conducted a survey of students with disabilities on online semester, student survey on accessibility in DEGREE project (Fk 13 LS Rehab Technology).

Discussion with Quality Assurance Department in September 2021: Findings of the situation of students with disabilities come from various studies, but have not yet been combined - DoBuS is probing the survey results.

The guide to student council meetings in the system accreditation process could be expanded to include questions on this topic.

It would also be possible to include an additional, mandatory topic area in the questionnaires

For course evaluation (Senate resolution required).

From the meeting on 7.10.21

- **Regarding field of action 6.1 - Survey of the situation of disabled/chronically ill students and field of action 6.2 - Teaching evaluation and accessibility**
- Bianca Schumacher explains that although the online teaching evaluation conducted in the last two semesters is more accessible, the responses for online evaluations are slumped significantly.
 - **To do: DoBuS and Department of University Structure and Quality Assurance** want to remain in discussion on the topic of accessibility in teaching evaluation.

Agenda

TOP 3: Vote on the further procedure

The next meeting of the steering group is expected to take place in spring 2022. Ute Zimmermann and Carsten Bender will coordinate the meeting.

TOP 4: Miscellaneous

Thank you very
much!