

# Action Plan

# "One university for all"

- Status 11/2022 -

4th meeting of the steering group on 07 November 2022  
14:00 till 15:30

## Present

- Silke Adam, Employee Representative for Severely Disabled Employees
- Andrea Bartkowski, Senate Representative for the Interests of Disabled and Chronically Ill Students
- Prof. Dr. Manfred Bayer, Rector of TU Dortmund University
- Dr. Carsten Bender, Center for Higher Education, Disability and Student Services (DoBuS)
- Ina-Marie Ernst, student and officer of the Autonomous Disability Unit (ABeR).
- Tatjana von Estorff, Legal and Insurance Department
- Nadine Finke-Micheel, Human Resources Department, Equal Opportunity, Family and Diversity Unit
- Hannah Gerlach, Assistant to the Rector
- Maike Jubelius, Employer Inclusion Representative for Severely Disabled Employees
- Nicole Hüsing, Student Services Department, Student Secretariat Division
- Prof. Dr. Christoph de Oliveira Käßler, Faculty of Rehabilitation Sciences
- Martin Kötterheinrich, IT and Media Center
- Christian Rehkopp, Department of Construction and Facilities 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, Human Resources Department, Equal Opportunity, Family and Diversity Unit

# Agenda

ITEM 1: Welcome

TOP 2: Use of a collective e-mail address (SBV)

ITEM 3: Developments since October 2021 - Report and discussion

TOP 4: Agreement on the further procedure, in particular updating of the  
action plan for 2024 - 2028

ITEM 5: Miscellaneous

## From the meeting of 07.11.2022

- Suggestion of the SBC: Set up a collective e-mail address as a networking distribution list to exchange information on inclusion/accessibility topics.

From the discussion:

- It is decided against a mail distribution list. An open mail distribution list of the steering group already exists.
- Alternative suggestion: a shared Moodle or Confluence space where information can be archived and also communicated.
- Silke Adam takes the proposal to the next SBC meeting and gives feedback to the steering group.

Feedback from Ms. Adam on 9.11.: the proposal to set up a Confluence area for updates, to dos, protocols, documents, exchange) is supported. The staff unit will set up such an area.

## 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

Explanation of symbols:  Task is completed

 (Partial) task is to be processed further

## Field of action (structural) accessibility

### 1.3 Implementation of the Ordinance on Barrier-Free Information Technology of the State of NRW



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

- DoBuS: consulting and testing on digital accessibility for 27 institutions, LS, projects, etc. (2021) ([supplement: 70-80 consulting appointments](#))
- Awareness/Qualification: Action day at GAAD, 2 in-house training workshops, 1 workshop on university didactics, updating website on accessible online teaching, participation in DLL u. Digital Lunch
- ITMC/DoBuS: Test operation of software for automated subtitling of videos (live and recorded)
- **Current:** Revision of information on accessible documents in the Service Portal, accessible TU Power Point templates (university marketing).
- **Short-term:** Updating the accessibility statement on the TU website (workshop on BITV self-test with university communication).
- **In the medium term:** clarification of the financing of the offers after the expiry of the funding program Inclusive University



## From the meeting of 07.11.2022

- Mr. Sturm would like to see a broad communication (e.g., circular email) about the new guidance on accessible documents
- Mr. Bender points out that the web page on barrier-free (digital) teaching contains many tips that can also be adopted for documents in general: [barrier-free design of teaching and examination materials](#)
- Mr. Bender addresses the request to Mr. Kötterheinrich, ITMC, that the automatic subtitles for Zoom can hopefully be realized via license extension.

## Field of action (structural) accessibility

### 1.1 Usability of all software used at the university

- Agreed process for considering accessibility in software procurement is only partially implemented

### 1.2 Usability of all IT infrastructure developed at the university

- For CMS projects, early consideration in planning, systematic consideration in the test phase, follow-up internally or with the service provider.
- Massive need for improvement in further development of SAP portal after start of operations
- SBC actively receives problem reports and tries to initiate improvements


**Medium-term:** Consideration of digital accessibility in the implementation of the eGovernment Act at TU Dortmund University.

## Discussion in the meeting

- Mr. Bender introduces the topic of digital accessibility in the context of the digitization of the administration for the update of the action plan. (Keyword: Implementation E-Government Act)
- Mr. Sturm is confident that this aspect will be taken into account in the preparations for the implementation of the e-government law; talks with various providers are underway.  
run

# Field of action (structural) accessibility

## 1.7 Reconstruction of the Mensabrücke stop

- Report of the building department on the on-site meeting with AStA and the city of Dortmund 
- Fundamental rebuild or temporary solution?

### Supplementary report by Mr. Rehkopp:

- The site visit is scheduled for the summer of 2022
- City wants more bus stops and expansion of bike lanes, would like to use county-owned land (currently green strip and parking lots) across from UB to expand street for this purpose. This requires agreements with the state (the time dimension cannot be estimated).
- Mr. Bender offers to contact the Mayor's office again for this issue.
- **Pragmatic proposal for a temporary solution:** closing off some parking spaces and removing metal hoops. Can be implemented **this year** according to **Mr. Rehkopp**. (Addendum to the meeting: measure has already been implemented).

## Field of action (structural) accessibility

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




- Adaptation of the call system in the student secretariat: First discussion of technical possibilities (app solution).
- Implementation to be addressed during facility renewal (status?).

#### Supplemental reports at the meeting:


- Mr. Kötterheinrich reported that the project to replace the equipment in the study secretary's office is scheduled for early 2023.
- For the renewal of the call system in the student union, Ms. Ernst wants to get in contact with Studierendenwerk.

## 1.4 Distraction-free lectures and seminars for students with perceptual difficulties, anxiety disorder or psychological stress

Process Acquisition of Space Attributes (DoBuS/Building Department/Department of University Development and Organization): 



- Acquisition and integration into databases completed
- Integration into CMS system currently running

Expansion of acoustic hearing support in centrally managed teaching rooms

- Equipment by ITMC in all centrally managed lecture halls in 2022 (app for transfer to private cell phone).
- Equipment still needs to be better publicized 

[Supplementary report by Mr. Sturm: The equipment is currently being transferred to CMS](#)

## 1.6 Accessibility standards for the rental of buildings



- No fundamental need for regulation 
- **Current:** Accessibility of the replacement building Uni-Bib -> On-site meeting with DoBuS and SBV planned 

[Demolition can take place.](#)

Lead management: Carsten Bender, Ute

Supplementary report by Mr. Rehkopp: SU plans to move out from the end of 2023, so that from the end of 2024 the

## 1.5 Site plan for accessibility on campus

- Campus location map with tactile and audible building description has been posted and usable on the North Campus since summer 2020. 
- Routing with the campus map from building to building installed, usable (only) for sighted people 
- Project group for routing in the buildings founded, consultation with Uni Bielefeld (Uni-Maps project), requirements profile for routing defined, problem: routing in the buildings technically very complex to impossible, abandon measure if necessary?



### **New topic:** Tactile maps in the building (legal requirement)

- No TU standard yet
- Development of sample solution for practical chemistry building (Dec. 6, DoBuS)

[Supplemental report from Mr. Bender: a firm has been hired, DoBuS is reviewing the model](#)

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

[Demolition can take place](#)   
Lead management: Carsten Bender

Lead management: Carsten Bender, Ute









# Field of action prospective students and students/teachers

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

- Process clarification with Mr. Sturm, Department of Student Services, Ms. Bartkowski and DoBuS completed, decision **against** integration of process into CMS. 
- Guideline for audit committees is being developed (on hold) 

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



**Current:** Change in decision-making practice/legal assessment in the granting of applications for compensation for disadvantages.

- Especially in teaching degree programs, students with non-visible impairments are increasingly having their applications for compensation for disadvantages rejected/in  
Question asked
- Established in-house (collegial) clarification processes currently do not lead to a solution -> hardening of positions

From the meeting on 07.11.22:

- Mr. Bayer proposes to discuss the situation in a jour fixe of the rectorate and to find out which options for action exist.
- Mr. Bender sends the position paper of DoBuS and RUB to the rectorate for this purpose after completion.
- Ms. Ernst asks that ABeR be included in process, as student requests come in there as well.

# Field of action prospective students and students/teachers

## 2.1 Allocation of places in courses with restricted attendance



- In the Campus Management System, a reference to the regulation is set on the central page of the courses, a link leads to an info page on which the contact persons for each faculty are named. The info page is maintained by the CFV staff office.
- Usable with commissioning of this system element for students from SoSe **2024**.
- Adjustment of the preparation if necessary

# Field of action prospective students and students/teachers

## 2.4 Improving the level of awareness of the consulting structures

- Web relaunch of DoBuS and staff unit completed.
- Information events organized by DoBuS with all student advisors
- DoBuS Instagram account successfully launched
- New DoBuS cards, also in all freshman bags.
- Workshop on diversity-sensitive use of images with social heroes (DoProfil, DoBuS, university communication).
- **2023:** Start of the TU-LoB project (female tutors as pilots\* for counseling students with disabilities/chronic illness)



# Field of action prospective students and students/teachers

## 2.5 Accessibility of the new application procedure of the Stiftung Hochschulstart



Application procedure is barrier-free

**New topic:** Consideration of compensation for disadvantages in admission requirements for Master's programs (Dec 4, DoBuS, LAG-SB)

- Clarification of the (unfavorable) situation at the TUDo
- Request from LAG-Study and Disability to the MKW.



# 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 at the Workplace equipment for employees with Disability/impairment



A procedure has been defined, responsibilities clarified, and process information and a fact sheet published (online/print). Information on the support of the representative body for severely disabled persons is in preparation.

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



Severely disabled quota for employees was not met in 2021, but was met in 2020, figures fluctuate, recruiting and HR department have a monitoring eye on development. Annual feedback to action plan coordinators.



## Field of action Employees

### 3.1 Accessible documents (e.g. official notices)



- DoBuS has been conducting workshops on creating accessible documents in in-house training since WiSe 21/22.
- 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 and made available in 2022.
- Problem: All persons at TU who create texts for the Official Notices must make the templates accessible. Who has the test assignment?



Supplementary report by Mr. Bender: after discussions with Ms. Kohlhoff, who is in charge of publishing the Official Notices, the problem and the action steps became clearer.

## 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 different views on the best modus operandi that need to be clarified.** A next discussion is pending.

### 4.2 Promotion support included see 4.3

## Field of action research

### 4.2: New version of the template for job advertisements



In the fine print:

- We promote diversity and equal opportunities. Convince us with your personality and expertise.
- Applications from women are given preferential treatment in accordance with the statutory regulations.
- It is pointed out that the application of suitable severely disabled persons is desired.



In the pretext:

- The Technical University of Dortmund is a dynamic research-oriented university with 17 faculties in the ... On our international campus, we perform  
Around 6,700 employees make a daily contribution to solving urgent questions of the present and the future. Openness and diversity not only characterize cooperation in research and teaching, but also in technology and administration.

We offer (option):

- an inclusive, fair and motivating working atmosphere in a collegial team
- A gender-equal and family-friendly environment

Lead management: Ute  
Zimmerman

## 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 still necessary.



Supplementary report Bender: DoBuS has now built up further competence with the DEGREE project in order to create good audio description.

Ms. Zimmermann reports that this is also the goal for the film currently being produced.

"I am TU" is.

Mr. Bender reports about a workshop in the project DoProfiL, in which DoBuS, DoKoLL and the university communication department are working with speakers from the "Social Heroes" on how disability can be better represented in public relations images.

### 5.2 Awareness for value-driven action or VALUE COMPETENCE

Not yet started

Lead: Carsten Bender, University Communications Department

## Quality assurance field of action

### 6.1 Survey of the situation of disabled/chronically ill students **together with**

### 6.2 Teaching evaluation and accessibility



- Survey of students with disabilities on online teaching, Student survey on accessibility in the DEGREE project (DoBuS/Fk. 13 LS Rehab Technology).

Discussion with Quality Assurance Department in September 2021:

- Findings of the situation of students with disabilities in various surveys, but have not yet been combined
- Dec. 1 will provide data to DoBuS as a specialist department for evaluation in the future.
- If applicable, add to the guideline for student council meetings at the System accreditation and additional topic in teaching evaluation



[Supplementary report: Ms. Schumacher confirms that the "Studying in Germany" study would start](#)

in 2023 and that a special evaluation for the TU Dortmund University is planned.

## Agenda

### **TOP 4: Agreement on the further procedure, in particular updating of the action plan for 2024 - 2028**

- A next meeting is to be held before Easter 2023 to discuss the content of individual topics of the action plan and to determine the topics to be continued. Ms. Zimmermann is preparing a request for dates.
- Proposals for new measures for the update are also to be discussed at this meeting. Proposals can already be sent to Ms. Zimmermann in advance.
- Until the next meeting, suggestions can also be made for additional people who should become members of the steering group (to Ms. Zimmermann). Also in the next Session, the inclusion of additional individuals can be discussed, depending on substantive topics to be included in the action plan. It is suggested to involve people from the faculties more. For example, program coordinators, deans of studies, or researchers could be considered. The members of the Diversity Working Group could also be possible members of the steering group.

### **ITEM 5: Miscellaneous**

- No message

Lead management: Carsten



Thank you very  
much!