



Project No.: 618103-EPP-1-2020-1-PS-EPPKA2-CBHE-JP

Edu4ALL

Disability as diversity: The inclusion of students with disabilities in higher education

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| Deliverable D1.3.6 | Edu4ALL – The Committee of Practice – The University of Jordan |
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|--------------------------|---|
| Work Package (WP) | WP1: Reviewing and analyzing the educational requirements for people with disabilities in partner countries HEIs |
| WP Leader | Irbid National University |
| Task members | Al-Ummah University College/ Palestine. National and Kapodistrian University of Athens/Greece Irbid National University/ Jordan. Palestine Technical College-Deir Elbalah/ Palestine. Palestine Technical University -Kadoorie/ Palestine. The University of the Basque Country/Spain The University of Jordan/ Jordan. Int@E UG Germany |
| Issue date | 13 Jul. 2024 |
| Version/Status | Final V.6 |

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Co-funded by the
Erasmus+ Programme
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Project information

| | |
|----------------------------|--|
| Project number | 618103-EPP-1-2020-1-PS-EPPKA2-CBHE-JP |
| Action code | CBHE-JP |
| Project acronym | Edu4ALL |
| Project Title | Disability as diversity: The inclusion of students with disabilities in higher education |
| Funding scheme | Erasmus+ KA2 |
| Date of EC approval | 31/07/2020 |

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Document Data

| | |
|------------------------------|---|
| Work Package | WP1: Reviewing and analyzing the educational requirements for people with disabilities in partner |
| Task 1.3 | 1.3 Forming the committee of practice in each institution at both partner countries |
| Deliverable Title | Report Edu4ALL – The Committee of Practice – The University of Jordan |
| Work Package Leader | Irbid National University |
| Task Members | Al-Ummah University College/ Palestine. National and Kapodistrian University of Athens/Greece Irbid National University/ Jordan. Palestine Technical College-Deir Elbalah/ Palestine. Palestine Technical University -Kadoorie/ Palestine. The University of the Basque Country/Spain The University of Jordan/ Jordan. Int@E UG Germany |
| Date of issue | 13 Jul 2024 |
| Total number of pages | 24 |

Version History

| Version | Date | Author/Organization |
|----------------|--------------|---|
| V1.0 | 6 Jan. 2021 | Ismail Altaharwa/ UJ-P5 |
| V2.0 | 13 Dec. 2021 | Ismail Altaharwa, Khaled Adebei, Nazeeh Ghatasheh / UJ-P5 |
| V3.0 | 10 Jun. 2022 | Ismail Altaharwa, Nazeeh Ghatasheh/ UJ-P5 |
| V4.0 | 13 May. 2023 | Ismail Altaharwa, Nazeeh Ghatasheh/ UJ-P5 |
| V5.0 | 20 May 2023 | Ismail Altaharwa, Nazeeh Ghatasheh, Alia Alghwiri/ UJ-P5 |
| V6.0 | 13 Jul 2024 | Ismail Altaharwa, Nazeeh Ghatasheh, Khaled Aldebie/ UJ-P5 |

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List of Acronyms

This table shows the acronyms used in this deliverable in alphabetical order.

| Acronym | Description |
|---------|--|
| EC | European Commission |
| EU | European Union |
| HE | Higher Education |
| HEI | Higher Education Institution |
| PC | Partner Countries |
| AU | Accessibility Unit |
| IEU | Inclusive Education Unit |
| SwD | Students with Disability |
| AT | Assistive Technology |
| UJ | The University of Jordan |
| HCD | Higher Council for the Rights of Persons with Disabilities |

1 Executive Summary

The purpose of the committee of practice is advice and guide the preparation for the establishment of the accessibility unit and follow the operation of the unit. The committee of the practice at the UJ was formed early at the beginning of the project including members of Edu4ALL team at UJ and a sign language translator working at UJ, a Blind student doing his master's degree, in addition to a representative of prince Ali Ibn Al-Hussein club for deaf and mute. At that time the committee referred to as the focus group and its main purpose was to administer the preparation by studying the questionnaire and to check the accessibility of the online version of the questionnaire.

At the end of year 2021 the focus group emerged into the committee of practice. This time the committee included Dr. Mujahed Thneibat, the director of the university library, where the accessibility unit is to be established. While the administrative process to approve the formation of the committee took long time, the committee kept meeting regularly to follow up the required accommodation to ensure successful implementation of the accessibility unit specifically, and better exploitation and widened impact of Edu4ALL project in general.

Committee of practice administer key decisions through the running of Edu4ALL project, these decisions include the types of assistive technology tools to be purchased, the training plan. The feedback by the SwD about the unit. And any other suggestions to improve the services provided to the SwD in the University of Jordan.

2 Introduction

The purpose of this report is to provide a detailed description of the preparation and activities administered by the committee of the practice since it was established as the focus group and emerged as the committee of the practice and emerged again as the committee of the unit. Regardless of the naming the committee kept doing its activities.



3 Objective of the deliverable

The objective of this report is to document the key activities and the milestones that was formed due to sincere and serious commitment of the committee members. Key activities of the committee are summarized as follows:

1. Approving the draft version of the questionnaire “Study the needs of students with disability in HEIs in Jordan and Palestine”. And approve accessibility of the online version of the questionnaire.
2. Choosing unit location and approving the final list of equipment of assistive technology to be purchased.
3. Approving training plan for UJ.
4. Installation of the assistive technology and preparation for the opening conference of the AU.
5. Meeting SwD representative and getting their feedback after opening the AU.
6. Approving plan for Digital accessibility training.

4 Key milestones of the committee of practice

4.1 Approving preparation questionnaire and the accessible online version

Period: Dec. 26th 2020 to Jan 6th 2021

Participants:

- [Ismail Altaharwa], Coordinator
- [Nazeeh Ghatasheh], Committee Member
- [Khaled Aldebei], Committee Member
- [Hossam Faris], Committee Member
- [Alia Alghwiri], Disability specialist



- [Osama Tahrawee] representative of prince Ali Bin Al-Hussein club for deaf and Mute
- [Mohammad Barakat] UJ's blind student at graduate level

Through two weeks the committee meet over four times using MS-Teams platform. The main purpose of the meeting to approve the final draft of the questionnaire to gather the needs of students with disability in HEIs in Jordan and Palestine. Both Mr. Osama Tahrawee and Mr. Mohammad Barakat advised to add psychological needs to the questionnaire.

Once the draft version of the questionnaire was approved. UJ-P5 team members tried to generate an accessible online version of the questionnaire. Mr. Osama Tahrawee, certified sign language translator, trainer, and examiner, approved the recorded sign language translation for each part of the questionnaire. Mr. Mohammad Barakat compared the screen reader performance on two versions of online questionnaire platforms. And advised using one of them.

All meeting were online through MS-teams due to Covid-19 pandemic.

لجنة مشروع ايراموس 2020 الموسم :- الاعاقة كتتوخ: نمج الطلبة ذوي الاعاقة في التعليم العلي
جلسة رقم (6_21_Er_DisDiv) يوم الجمعة الموافق 2021/01/06
مكان العقد الجلسة: افتراضيا باستخدام منصة MS teams

بده الاجتماع في تمام الساعة 11:00 صباحا بحضور كل من اعضاء هيئة التدريس الاتية اسمائهم:
• أ.د. حسام فارس كلية الملك عبدالله الثاني للتكنولوجيا المعلومات
• أ.د. عالية الغوري كلية علوم التأهيل
• د. نزيه عطاشة كلية نظم وتكنولوجيا المعلومات
• د. اسماعيل الطهارة كلية نظم وتكنولوجيا المعلومات
• د. خالد النديم كلية نظم وتكنولوجيا المعلومات
• الطالب محمد بركات طالب تكرار في كلية اللغات

رحب د. اسماعيل الطهارة بالزملاء اعضاء هيئة التدريس المشاركين بالمشروع وقام بعرض جدول اصائل الجلسة.

جدول الاصائل:

1. عرض اخر المستجدات في سير المشروع
2. الاستماع الى تجربة الطالب محمد بركات في تجربة الإيبينين

التفاصيل:

أولا: عرض الدكتور اسماعيل الطهارة، منسق المشروع، مجريات سير المشروع، حيث اشار الى انه تم اعداد اتفاقية الشراكة في المشروع وترقيتها من قبل الاستاذ الدكتور عبد الكريم القضاة، رئيس الجامعة الأردنية. وطلبه تم مشاركة الاتفاقية الموقعة مع جامعة فلسطين التقنية - خضوري، الجامعة المنيرة للمشروع، والذين قاموا بدورهم بتفريق الاتفاقية والتأكد من صحة المعلومات الواردة فيها

بخصوص البيانات التي تم طلبها من وحدة القبول والتسجيل، أكد د. الطهارة انه تواصل مع مكتب العلاقات الدولية وانهم لم يؤكدوا فيما تم مخالفة القبول والتسجيل لعامة الان.
ثانيا: استمع فريق عمل المشروع الى شرح مفصل من الطالب محمد بركات حول تجربته في ملأ الإيبينين المعد لغايات جمع البيانات من الطلبة ذوي الاعاقة، حيث اشار الطالب بركات الى عدد من الميزات في الإيبينين، اهمها انه تم اعداده باستخدام منصة جوجل فورم والتي تدعم القراءات النصية. هذا واكد انه واجهته عدد من القضايا التقنية التي لم تمكنه من اكمال اجابة الإيبينين، اهمها عدم قبول عدد من الاجابات. وطلب الطالب محمد بركات ارسال نسخة نصية من أسئلة الإيبينين اليه، يقوم بمراجعتها وتحديد نوع الاجابة المناسبة لكل سوال.

مايستجد من اصائل:

انتهت الجلسة في تمام الساعة 11:50 من ظهر اليوم نفسه.

منسق المشروع
اسماعيل الطهارة
2021/01/16

Figure 1. Sample of the meeting minutes in Arabic language (Jan 6th 2021)

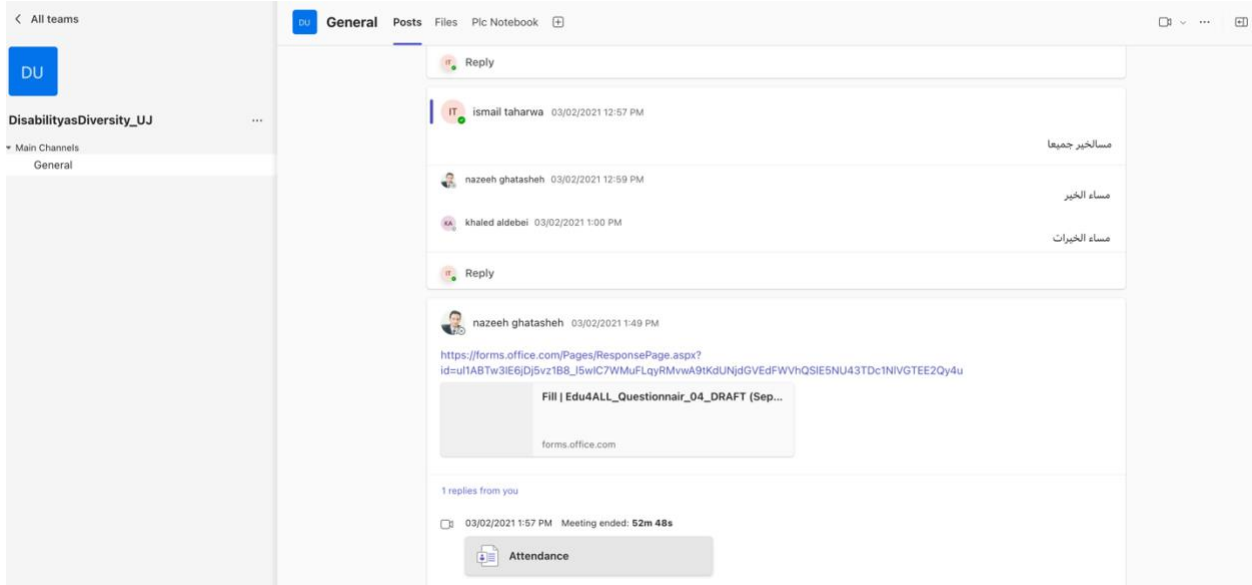


Figure 2. Sample of MS-Teams group for the Committee of Practice at UJ (Shows the approved version of the accessible online questionnaire)

4.2 Choosing unit location and Approving AT tools

Period: 15 May 2021 to 5 Oct 2021

Participants:

- [Ismail Altaharwa], Coordinator
- [Nazeeh Ghatasheh], Committee Member
- [Khaled Aldebei], Committee Member
- [Hossam Faris], Committee Member
- [Alia Alghwiri], Disability specialist
- [Osama Tahrawee] representative of prince Ali Bin Al-Hussein club for deaf and Mute
- [Mohammad Barakat] UJ's blind student at graduate level
- [Mujahed Thneibat] The director of the university library

At this stage the committee of practice made several visits to personate and locations at the university of Jordan. First visit made to the dean of the rehabilitation school, Dr. Ziad Hawamdeh. Dr. Hawamdeh welcomed establishment of the unit regardless of the location. While he agreed that many students with disability study in humanity schools. The second visit where to the deanship of student affairs. Although the deanship provides several services to the students with disability, it was quite isolated, and the major concern was about the availability of the services. As the deanship closes at 4:00 pm every day. The last visit was made to the university library.

Library exists at the center of the university and is the closest building to the main gate. It opens to late hours. Never close before 10:00pm. One extra advantage, all students are treated the same regardless of their school. Library is equipped with audio studio which is mainly used to record studying material for blind students. Dr. Mujahid Thneibate offered a wide space in the ground floor of the library to establish the unit. Further, Dr. Thneibat, stressed that the library is the only unit responsible for the preparation of the accessible material. As such activities require the approval and agreement of the publisher. Committee of practice made there decision to establish the accessibility unit in the university library.



Figure 3. Committee of Practice meet the Deanship of the school of Rehabilitation Studies

4.3 Approving training plan for the Academic staff at UJ

Duration: 10 Oct 2021 to 25 Dec 2021

Participants:

- [Ismail Altaharwa], Coordinator
- [Nazeeh Ghatasheh], Committee Member
- [Khaled Aldebei], Committee Member

At this stage the focus was at introducing academic staff in the university of Jordan to the concepts of universal design and universal design for learning (UDL) and to the role of assistive technology in achieving UDL goals. Accordingly, committee of practice arranged two training workshops. One for the Aqaba campus. And one for Amman campus. Dean assistants for student affairs were targeted by these workshops. These workshops were organized by the unit of international affairs.



Figure 4. Training workshop about Universal Design for Learning (UDL), UJ-Amman, Dec. 29 2021

4.4 Preparation for the opening conference

Period: 15 Mar 2023 to 15 May 2023

Participants:

- [Ismail Altaharwa], Coordinator
- [Nazeeh Ghatasheh], Committee Member
- [Alia Alghwiri], Disability specialist
- [Mujahed Thneibat] The director of the university library
- [Osama Tahrawee] representative of prince Ali Bin Al-Hussein club for deaf and Mute
- [Mohammad Barakat] UJ's blind student at graduate level

During this period, members of the committee of the practice made over four actual visits to the accessibility unit in the library. They monitor the installation of the AT tools and

their use several SwD with different kinds of disability. The key issue was in operating the screen reader (Alva USB comfy) the committee of practice check with the Edu4ALL team and arranged a video conference meeting with the supplying company to illustrate how to operate the screen reader device.



Figure 5. Installation and operation of AT tools in the AU (OCR and magnifier)



Figure 6. Installation and operation of AT in the AU (audio tactile)



Figure 7. Installation and operation of AT ttols in the AU (PIAF tactile printer)

1. Conference date
 2. Invitation
 - a. UJ presidency office
 - b. HCD
 - c. Prince Ali bin Al Hussein for deaf and mute
 - d. Jordanian first association for sign language interpreters
 - e. Friendship association for blind people
 - f. National Erasmus office (NEO) Jordan
 3. Room
 4. Agenda
 - a. Royal Anthem
 - b. Holy quran
 - c. Library director
 - d. Project coordinator (overview of project)
 - e. Dr. Nazeeh Ghatashah (Accessibility Unit: Assistive Technology)
 - f. Dr. Khaled Aldebei (Accessibility Unit: Digital accessibility)
 - g. Photos
 - h. Coffee Break
 - i. Open unit
 - j. Use tools by students with disability (multiple students with disability should practice using equipment and tools. Must bring headset)
 - k. Brainstorming and Q&A session (rounded table)
 - l. Lunch (optional)
 - m. Closing
- Unit institution procedures:
1. Unit web page
 2. Student with disability registration form
 3. Material adaptation form

Figure 8. Draft with agreed preparation for the opening conference (meeting with UJ's library administration. Apr. 6th 2023)

4.5 Meeting representatives of SwD in UJ

Date: 15 May 2023

Participants:

- [Ismail Altaharwa], Coordinator
- [Nazeeh Ghatasheh], Committee Member
- [Alia Alghwiri], Disability specialist
- [Osama Tahrawee] representative of prince Ali Bin Al-Hussein club for deaf and Mute
- [Mohammad Barakat] UJ's blind student at graduate level

The purpose of the meeting to discuss with the SwD the opportunities to maximize the impact of the accessibility unit, and the possible ways to get the full benefits of the purchased and installed assistive technology equipment. Representatives of the students with disability concentrate on the need to automate procedures and enable them to ask for services in a formal way. Committee of practice followed up the needs of SwD, which resulted in approving over eight different services to be provided to the student with disability. All these services was explicitly approved by the accreditation and quality assurance center.



Figure 9. Committee of Practice meeting SwD at UJ -1



Figure 10. Committee of Practice meeting SwD at UJ -2



Figure 11. Committee of Practice meeting SwD at UJ -3

The University of Jordan



جامعة الأردنية

| رقم الجراء | رقم الوثائق الصادر | رقم الوثائق لمراجعة أو لتعديل | رقم موافقة مجلس لعمداء | تاريخ موافقة مجلس لعمداء | عدد الصفحات | إجراءات لتوفير مترجمي إشارة لترجمة محاضرات لطلبة لضعفي السمع قبل محاضرات ومرفقتهم المنشأة |
|--|--------------------|-------------------------------|------------------------|--------------------------|-------------|--|
| DSA-04-03 | 2963/2022/24/3/2 | 2022/12/5 | 2/(9/7/2023) | 2/3/24/2023/3010 | 2023/10/2 | 01 |
| <p>1. يقوم الطلبة (بمراجعة نظارة الإرشاد للطلبة ذوي عيوش وون الطب فبيلة لفصل للدليل من لكل عام جامعي ويعتسجمل للمواد الكافيي لتوفير مترجم لغة إشارة لطلاب لضعفي السمع لطلاب لضعفي السمع ومرفقتهم المنشأة ونجى مدار للعام الجامعي.</p> <p>2. يقوم الطلبة (بمراجعة نظارة الإرشاد للطلبة ذوي عيوش وون الطب فبيلة لفصل للدليل من لكل عام جامعي ويعتسجمل للمواد الكافيي لتوفير مترجم لغة إشارة لطلاب لضعفي السمع ومرفقتهم المنشأة ونجى مدار للعام الجامعي.</p> <p>3. يقوم بتخرج لغة الإشارة من نظارة الإرشاد للطلبة ذوي عيوش وون الطب فبيلة لفصل للدليل من لكل عام جامعي ويعتسجمل للمواد الكافيي لتوفير مترجم لغة إشارة لطلاب لضعفي السمع ومرفقتهم المنشأة ونجى مدار للعام الجامعي.</p> <p>4. يقوم بتخرج لغة الإشارة من نظارة الإرشاد للطلبة ذوي عيوش وون الطب فبيلة لفصل للدليل من لكل عام جامعي ويعتسجمل للمواد الكافيي لتوفير مترجم لغة إشارة لطلاب لضعفي السمع ومرفقتهم المنشأة ونجى مدار للعام الجامعي.</p> <p>5. يقوم بتخرج لغة الإشارة من نظارة الإرشاد للطلبة ذوي عيوش وون الطب فبيلة لفصل للدليل من لكل عام جامعي ويعتسجمل للمواد الكافيي لتوفير مترجم لغة إشارة لطلاب لضعفي السمع ومرفقتهم المنشأة ونجى مدار للعام الجامعي.</p> <p>6. في حال أراد الطالب الصمم المشاركة أو لبداء ربه لخلل لضعفي السمع لطلاب لضعفي السمع ومرفقتهم المنشأة ونجى مدار للعام الجامعي.</p> | | | | | | خطوات لتفيذ |
| نظارة الإرشاد للطلبة ذوي عيوش وون الطب فبيلة لفصل للدليل من لكل عام جامعي ويعتسجمل للمواد الكافيي لتوفير مترجم لغة إشارة لطلاب لضعفي السمع ومرفقتهم المنشأة ونجى مدار للعام الجامعي. | | | | | | لمسؤولية |
| للطلاب ذوي العيوش (الصمم) | | | | | | لنماذج |
| - | | | | | | |

Figure 13. Form to request in-class sign language translation

The University of Jordan



لجامعة الأردنية

| رقم الإجراء | رقم وتاريخ الصادر | رقم وتاريخ لمراجعة أو لتحويل | رقم قرار اعتماد مجلس لعمداء | تاريخ قرار اعتماد مجلس لعمداء | عدد الصفحات |
|--|-------------------|------------------------------|-----------------------------|-------------------------------|-------------|
| DSA-04-04 | 2963/2022/24/3/2 | (9/7/2023)/2 | 2/3/24/2023/3010 | 2023/10/2 | 01 |
| إجراءات لتوفير للكتب ولمواد الكايفي للطلبة ذوي الاعاقة بصرياً بطريق تبريل | | | | | |
| <p>يتم توفير للكتب ولمواد الكايفي للطلبة ذوي الاعاقة بصرياً بطريق تبريل لإجراء التالي:</p> <ol style="list-style-type: none"> 1. يقوم الطلاب من ذوي الاعاقة بصرياً أو عن طريق عضو هيئة التدريس بتوفير للمواد الكايفي (نسخة شريك) soft copy (وتزويد هاتذرة الإرشاد للطلبة في عمادتشؤون الطلبة). 2. يقوم مدير هاتذرة الإرشاد للطلبة في عمادتشؤون الطلبة أو من اعد له اميريتو جي هالطبة من ذوي الاعاقة بصرياً أو عضو هيئة التدريس للذهاب الى مقبر لاجل وبللطة ذوي الاعاقة ولا موجود في عمادتشؤون الطلبة وتسلم للمواد الى شرف مقبر لاطبة ذوي الاعاقة. 3. يقوم شرف مقبر لاطبة ذوي الاعاقة في عمادة شؤون الطلبة ببطاعة الامواد من خلال ج هاز لاجل وبل وطلع تبريل. 4. يقوم الاموظف الامسؤول بهاتذرة الإرشاد للطلبة بالتوصل مع لاطبة من ذوي الاعاقة بصرياً أو عضو هيئة التدريس وتزويد مهبل مادة الكايفي بطريق تبريل ليتمكن الطلاب من الدرس قبل اس هيلة فيسر. | | | | | |
| الطلاب ذوي الاعاقة أو عضو هيئة التدريس، شرف مقبر لاجل وبل. | | | | | |
| لنمادج - | | | | | |

Figure 14. Form to request accommodation for students with visual impairment

4.6 Approving plan for digital accessibility training


Period: 15 Oct 2023 – 13 Jul 2024

Participants:

- [Ismail Altaharwa], Coordinator
- [Nazeeh Ghatasheh], Committee Member
- [Khaled Aldebei], Committee Member


Edu4ALL D1.3 Edu4ALL - The Committee of Practice – The University of Jordan

In order to ensure the sustainability of the Edu4ALL project results in the university of Jordan, the committee of practice made the decision to prepare training material that suites the needs of the SwD and academic staff in the university of Jordan. The first issue is to prepare manuals and training material bilingual and Arabic versions. The second issue is to ensure continues running of training activities after Edu4ALL project completion. To tackle these two issues, the committee of practice made their decision to institutionalize digital accessibility training within the Center of Excellence in Learning and Teaching (CELT). Such that attendees will get certificates. Each faculty member in UJ is required to attend three training workshops by the CELT yearly. Training material and records of training session are stored and accessible by the trainees.



Disability as diversity: The Inclusion of Students with Disabilities in Higher Education (Edu4ALL)
618103-EPP-1-2020-1-PS-EPPKA2-CBHE-JP

Training-Workshop




Co-funded by the
Erasmus+ Programme
of the European Union

Agenda:

- About Edu4ALL
- Universal Design and Design for All
- Digital accessibility
 - Accessible notes
 - Accessible .docx files
 - Accessible .pptx files
 - Alternative text for STEM and non-STEM images
- Escorting persons with visual impairment


Targeted Audience:

- Academic staff and faculties




| | | | | | |
|--|--|--|-------------------|--|--------------------------------|
| Ismail Altaharwa Associate professor ITS-Aqaba | Nazeeh Chatasheh Professor ITS-Aqaba | Khaled Aldebie Assistant professor ITS-Aqaba | Monday Tuesday | Jul. 8 th 2024 Jul. 9 th 2024 | 11:00 - 15:00 11:00 - 15:00 |
|--|--|--|-------------------|--|--------------------------------|

<https://edu4all.psdpal.org>



Place: Aqaba campus (Lab 207)



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Figure 15. Poster for the training workshop



Disability as diversity: The inclusion of students with disabilities in higher education - Edu4ALL

Co-funded by the Erasmus+ Programme of the European Union



WP2: Establishing the Inclusive Education Unit at PC HEIs
Task 2.5: Developing training tutorials
The University of Jordan
08-09 Jul 2024

| | |
|---------------------------------|--|
| The University of Jordan | |
| MS-Teams address | |

| Monday 08 July 2024 | | |
|---------------------|---|------------------------|
| Time | Topic | Presenter |
| 11:00-11:30 | Overview of Edu4ALL project | Dr. Ismail Altaharwa |
| 11:30-12:30 | Universal design, Design for all, Universal Design for Learning (UDL) | Dr. Ismail Altaharwa |
| 12:30-12:45 | Break | |
| 12:45-13:30 | Practice on creating and keeping accessible notes | Dr. Khaled Aldebie |
| 13:30-14:30 | Accessible documents (.docx files) | Prof. Nazeeh Ghatasheh |
| 14:30-15:00 | Questions and Discussion | Dr. Ismail Altaharwa |

| Tuesday 09 July 2024 | | |
|----------------------|--|------------------------|
| Time | Topic | Presenter |
| 11:00-11:45 | Practice on escort of persons with vision impairment | Dr. Ismail Altaharwa |
| 11:45-12:30 | Accessible presentations (.pptx files) | Prof. Nazeeh Ghatasheh |
| 12:30-12:45 | Break | |
| 12:45-14:00 | Practice on developing Alt-text for images | Dr. Ismail Altaharwa |
| 14:00-14:30 | Questions and Discussion | Dr. Ismail Altaharwa |

Trainers:

| Trainer | Rank | UJ position | Edu4ALL Role |
|------------------|---------------------|--|------------------------|
| Ismail Altaharwa | Associate professor | Dean of the school of Information Technology and Systems | Coordinator |
| Nazeeh Ghatasheh | Professor | Department of Information Technology | Researcher and Trainer |
| Khaled Aldebie | Assistant professor | General registrar (Aqaba) | Researcher and Trainer |

Figure 16. Agenda of the training workshop



The poster features a blue background with a central photograph of a university entrance. At the top left, there are logos for the Center for Excellence in Learning and Teaching, the Erasmus+ Programme of the European Union, and The University of Jordan. A large white dashed semi-circle is on the left. Below the photo, an orange box contains text about the workshop format. The main title is in white on a dark blue background, followed by the 'Edu4ALL' logo in orange. Below that, the workshop details are listed in white. The dates '08-09 Jul 2024' are in orange. At the bottom left is an illustration of diverse students, and at the bottom right is a QR code with the text 'For more information please visit us' and an arrow pointing to it.

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THE UNIVERSITY OF JORDAN

المركز المتميز للبحوث في التعلم والتعليم

- The workshop will be held in-person for the Aqaba branch - Lab 207,
- online for the Amman branch.

Disability as diversity: The inclusion of students with disabilities in higher education

Edu4ALL

WP2: Establishing the Inclusive Education Unit at PC HEIs
Task 2.5: Developing training tutorials
The University of Jordan

08-09
Jul 2024

For more information please visit us

Figure 17. Training Announcement by the CELT



Figure 18. Sample photo of the training (Jul 9th 2024)



Figure 19. Sample photo of the training workshop (Online participants through MS-Teams) Jul 9th 2024

5 Action Items and Next Steps:

- Focus on the sustainability of the project by encouraging monthly meetings of the committee of the practice even after the completion of the project.
- Promote use and utilization of the AT in the AU among SwD in the university of Jordan
- Ensure all public material of Edu4ALL project are accessible through the website of the accessibility unit at the University of Jordan

