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| **Name:** | Jan Huebel | | |
| **Division:** | Humanities | | |
| **Undergraduate/Postgraduate:**  **(ContEd: Matriculated/non-matriculated):** | Undergraduate | | |
| **Meetings Attended** | | | |
| **Meeting** | | **Issues Arising** | **Div Rep Response** |
| Humanities CLiPS | | * Balancing digital and in-library resources * Coordinating move to the Schwarzman Centre * Heating in libraries | * Petitioned Bodleian to closely consult with students on their preferred method of consulting library resources; encouraging course reps to collect further quantitative and qualitative feedback * Insisted that impact on students should be minimal, asked Division to provide information on move as early as possible * Suggested that Bodleian collect feedback on temperatures in library through informal channels, eg whiteboards. |
| Undergraduate Studies Committee | | * Admissions Tests * Timetabling for teaching at Schwarzman Centre * Organisation of student representation | * Noted the University’s decision to end contract with TATA Consultancy Services, urged Division to inform potential applicants as early as possible and ensure a fair application process * Reiterated that academic activities (learning and teaching) must take precedence over Cultural Programme * Urged faculties and departments to streamline student representation, compare best practices and advertise course rep positions more widely |
| Humanities UJCC (Week 7) | |  |  |

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| **Student / Course Rep Issues** | | |
| **Issues** | **Actions Taken** | **Actions Planned** |
| Faculty of Linguistics review | * Participated in review, supported course rep in feeding into the review process, ensuring that student voice features prominently in final report. | * Encourage other faculties to directly involve course reps in future reviews. |
| Access and Participation Plan (APP) working group | * Attended first APP meeting, shared insights from experience on Divisional committees | * Underline EDI concerns across my representative roles to an even greater extent * Actively participate in future APP group meetings. |
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| **Any other comments? (e.g. projects you’re working on, particular challenges etc.)** |
| Currently designing a SharePoint information sharing platform for course representatives across the Division to implement a culture of institutional memory and facilitate the handover between course reps. |