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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.
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| 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
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| 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.
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| 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. |