Confédération Européenne des Centres de Langues dans l'Enseignement Supérieur
European Confederation of Language Centres in Higher Education
Europäischer Verband der Hochschulsprachenzentren

Le Président
The President
Der Präsident

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CercleS Executive Committee Meeting No 55
21 May 2024: 16:30-18:00 on MS Teams

Agenda

- **Approval of EC minutes No 54 / Update on action points (See minutes no 54)**
  The minutes are approved

Update from President

a. XVII CercleS Conference: meeting with Mark Critchley: 16:30-17:00
→ See Mark's second Conference report (in Teams folder: 2024 → CercleS Conference 2024)

- Follow-Up CercleS prizes after the discussion at the CC meeting of 17 May : criteria, amount of award, communication (via the conference website and CercleS channels)
  a) award the best poster: most original multilingual presentation
  - Number of awards: 5 x 500 Euros?
  - Amount: Tom suggests that the amount of money for the posters and the presentations should be the same. Sabina suggests 300 Euro per prize and 7 prizes (5 for presentations and 2 for posters)
  - Criteria: see Minutes of CC meeting
  - Write up call:
  - Call – with e-bulletin? / Extra newsletter? // CercleS website // Conference website

  From minutes of the CC meeting on 17 May:
  Criteria: The poster should show creative and graphic presentation that makes it understandable for people from different languages. The poster should communicate what it wants to communicate in a way that it would be relevant for an international audience, and in a way that engages an international audience.

  → Mark Critchley: The original intention for the posters was that it would be for younger career researchers. We may need to have two categories: one for younger career researchers, and one for a more experienced colleague that has turned a presentation into a poster.

  Decision: There will be two prizes of 300 euro each, in two categories: One for young researchers: someone without a PhD, or someone who has just obtained a PhD, and one category for more experienced colleagues who have been working at a LC for a longer time.

  b) award the best multilingual presentation: first ideas: a prize for collaboration – so a prize for the best presentation that involved collaboration between members, or linguistic diversity.
  - Number of awards: 2 x 300 Euros
  - Criteria: see Minutes of CC meeting
  - Write up call:
  - Call – with e-bulletin? / Extra newsletter? // CercleS website // Conference website

  From minutes of the CC meeting on 17 May:
  Criteria: It should be considered how the abstract meets the criteria of two languages; how the presentation was presented; if there were more presenters, did the speakers speak different languages; if there was one speaker, did they use more than one language; visual help on slides; was there representation of languages from different language families; can the speaker answer questions

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from audience in different languages; understandability of presentation; how the speakers deal with audience; if the speaker uses a language other than English; response/reaction of the audience.

→ Elisabeth Paliot: How will the presentations be judged fairly? Is one person going to go to all the sessions? How will this be organised? Will there be a team of judges?
One option is to have a link to a Google form that all presenters fill out before the conference asking in what languages they will present, so that narrows the selection down. Moreover, we could have a survey to collect the audience's responses (e.g., Mentimeter).
We will, anyway, also check the possibility of sending members of a jury to be present during the presentations selected.
→ The Executive Committee will follow up the suggestions brought up in the two discussion groups and also take a final decision regarding the number of prizes in all categories and decide about the amount of the awards.
The Executive Committee will then prepare the calls for the best presentation and the two calls for the best poster to be distributed via the CercleS and the CercleS Conference websites and further communication channels.

Decision: There will be 5 prizes of 300 euro each.

Zaan will draft a flyer to be shared with the announcement about the prizes and share it with the EC and with Mark. The call will be shared with the authors whose abstracts have been accepted.

- Invite Mark to a separate EC meeting to set up:
- Teacher meetup,
- COIL speed-dating event,
- LLHE Editorial Board,
- poster session and various exhibition activities
- Zoom-link for General Meeting; poll systems for voting at General Meeting

Sabina to invite Mark to the meeting of **Tuesday 9 July at 16:00 CET | 15:00 UK time**

b. Meetups 2024:

Leadership Meetups run by Leadership & Management Focus Group
Host: Tom, Chair: Mark Critchley
Next meetup: 25 June 2024 (Income generation) **Tom** will start the meeting. If there are any issues, he will let Sabina know.

Teachers' meetups, 17:00-18:00 CET
Host: Tom, Chair: Tom
Tom to promote it through the contact list of those who have previously attended.
Next meetup: 28 May

Webinars/Workshops for 2024: January / February – June
The following CercleS online talks/webinars have been scheduled until June 2024:

- **Thursday 25 April: AI webinar**
  Feedback on webinar on the topic of AI in language education in HE: it was a very successful webinar in terms of content and also attendance. There is a news post on the website with a link to the YouTube recording.

- **Thursday 30 May: LLHE webinar 16:00-18:00 CET (Issue 13.1, 2023)**
  In conversation with the authors whose articles were published in LLHE (Oct 2023)
  Chair: Carmen; Host: Mia (Zaan will also be present and can help with technical admin)

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16.00 Greetings and introduction about the authors
Sabina Schaffner, President of CercleS
Carmen Argondizzo, Gillian Mansfield, *LLHE* Editors-in-Chief

16.15
Samuel Nfor, Seitoku University (Japan)
Model United Nations: A Thematic Analysis of Japanese EFL Students' Reflections on Intercultural Communicative Competence
Interview by Simon Milligan*, University of Bern (Switzerland)

16.35
Vicent Beltrán Palanques, Universitat Jaume I, Castellón (Spain)
Digital multimodal PechaKucha presentations in ESP: insights from students' learning experiences
Interview by Carmenne Kalyaniwala, University of Lorraine (France)

16.55
Yavuz Kurt and Yasemin Bayyurt, Yeditepe University and Boğaziçi University, İstanbul (Turkey)
University English-medium instruction in Turkey – What instructors say
Interview by Teresa Ting, University of Calabria (Italy)

17.15
Barbora Chovancová, Štěpánka Bilová and Alena Hradilová, Masaryk University, Brno (Czech Republic)
Turning the Tables on Online Exam Cheating via Language Mediation Tasks
Interview by Jaana Isohätälä, Oulu University (Finland)

17.35 *Questions from the audience* and **Conclusions**

Some of the authors want to show a few slides. **Carmen** will send these to Zaan. We must keep the format an interview and not a presentation.

c. **Coordinating Committee meeting of** 17 May 2024
Brief exchange, discussion of results, follow-up
The discussion about membership in Austria and Finland was very positive and productive, and it seems that this matter will be resolved.

Update from Vice-President:

Discussion: Carmen's proposed restructuring of the LLHE Editors, Editorial Board and Advisory Board

Carmen will send out an email to the existing (old) members of the board to inform them of the structure, the tasks and the responsibilities of the board. In Durham, these changes will be discussed with the editorial board.
Sabina notes that De Gruyter probably does not have to approve the changes, as they liaise with the editors-in-chief, and how the editors delegate the work is not necessarily something they need to know. It will be helpful to the new EC to share with them the issues around the editorial board, also so that they know that Carmen would be willing to continue working on the LLHE. Carmen has approached Anne about being a co-editor-in-chief. Sabina asks **Carmen** to get a definite answer from Gillian and other possible candidates about working on the LLHE. **Carmen** should then prepare a proposal to present to the CC meeting in September.

Policy of LLHE publication: The LLHE serves as a forum for authors from the CercleS community and also for international contributions to increase diversity as an added value for our members and as an outreach measure to give

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a platform to colleagues outside Europe with not many options to publish. We will not ask authors from non-CercleS members to pay for publication. Sabina asks **Carmen** to read through the text about LLHE on the CercleS website, and to suggest an additional paragraph regarding inclusivity of authors from within and not in the CercleS community. Anne suggests that to attract more CercleS members to publish, we could include notes on teaching experience, which are normally shorter than traditional articles, or book reviews (see here).

Update from Secretary General / assistant:

a. **Membership management:**
Total: 404 → **378** members (from NAs); **23** Associate Members; **3** Honorary members. **==> 404**
Website subscribers: 1050 all incl. admin (on 21.05.2024)

De Gruyter fees based on membership:
301-400 members: 35 Euro
401-500 members: 30 Euro

Scholarships (apart from subsidies for CercleS 2024 Conference)✓
Decided:
UCU, subsidy of Euro 500 for travel costs for Jaén workshop for both Kseniya Borodin (Wroclaw) and Andriyana Baran (Kansas, USA)

Scholarship form for members of CercleS to National Association conferences and workshops)✓

To be decided: scholarship for Belén Llopis Pérez and Carmen Merino, both from Universidad de Alcala, for a conference organised by Semmelweis University, which is one of our associate members.
→ Juana (ACLES president) wrote on 18 March that they received two applications and have not yet decided which one to support. They will inform the EC after they have decided, and the EC will have to decide at the next meeting or via email.
Zaan wrote to Juana to ask about this on 22 April and there was no reply.
Reply from ACLES only on Friday May, 17! Belén Llopis Pérez was eventually chosen, but will she still need the money? This delay reflects poorly on CercleS – we must ask NA presidents to respond more quickly.

Zaan to follow up with Belén Llopis Pérez to ask if they are still interested in the scholarship.
Zaan to contact Andriyana Baran and Kseniya Borodin to ask if they can send their proofs of payment for the workshop in Jaén.

June newsletter – announce that the e-bulletin will be a bit later. The newsletter will contain some information about the conference (announce prizes, advertise subsidy) and something to promote the conference.

Next e-bulletin
This will serve as a farewell by the EC – with each EC member sharing some thoughts and reflections. We can also include information about the LLHE publication policy.

b. **Timeline Elections to CercleS Executive Committee 2024:**

- Meeting of Anne and Sabina for a first review of the nominations: 7 May: 8 application received, 5 colleagues invited to slightly adapt their personal statement (reference to other members of an optional new Executive team)
- Meeting with Regina and Anne for the review of the nominations and planning of the communication about the nominees via CercleS communication channels: 22 May 2024

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- Information about all nominations by email to all national presidents: end of May 2024
- Meet the candidates webinar in June? Zaan suggests that instead of a webinar, we perhaps ask the candidates to prepare a short (maximum 3-minute) video where they introduce themselves. These videos will be available on the website in the members' area. There will be a page with the photos and affiliations of the candidates, with a link that redirects to the video. All candidates have to agree to this. **Anne** will follow this up with the candidates.
  Tom notes that we have to be careful about sending the documents to all the members of all the NAs. The full set of documents could be sent to the NA presidents and they should ideally consult with the respective boards of their NA about which candidate to support.
- Invitation of candidates to briefly introduce themselves before the elections at the CC meeting of 11 September in Durham in person or via Zoom.

c. Update Teachers' training week in June 2024: CercleS/RANACLES teacher training session in Nancy: Tuesday 11 to Friday.
The EC will spend 2 nights in the hotel (Monday 10th and Tuesday 11th June). Rooms have been booked in the REVOTEL (https://www.revotel-hotel.com/fr/) which is close to the train station and to the university Campus. The EC should arrive by 16:00 for a meeting from 16:00-17:30 and then will have drinks and dinner. They will attend the opening day of the Teachers Training and will leave on the morning of the 12th. They will have dinner with the guest speakers on Tuesday except for Marta who will be travelling back to Spain.

Update from Treasurer:

a. Payments of members, 2024:
All debit notes/invoices have been sent out. Some payments have already been received.
National Associations: RANACLES (1st), NUT, AKS, ACLES (1st), FINELC, SSH-CHES-CSUS
Associate members: 4

b. Payment for LLHE editorial work: 2023: After Gillian's intervention, Sabina supported her suggestion that the whole amount of the money should be paid to Carmen. Carmen has already received the amount.

c. Plan contact with auditors (to be discussed at next meeting)

AOB

a. Upcoming EC meetings

10 June, Nancy 16:00-17:30 CET
Face-to-face, Université de Lorraine. Zaan will not travel to Nancy but will attend via Zoom.
8 July 16:00-17:30 CET
- with Mark (see above)
- Agenda and preparation GM; reports to be put on Teams by …
- → *Folder 2022, Folder GM meeting: all models of reports, slides, email, etc*
- Agenda CC meeting
- Information about Election / practical preparation

Meeting in August
- 21 August (Sabina, Anne, Regina Mügge, Zaan)
- Preparation of handover to new EC

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b. Possibility for AMs to pay the membership fee by credit card.

There has been no feedback from Tom about this. **Anne** to contact her own advisor at Credit Mutuel to find out if she can help.

Action points:

→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **Zaan** to draft a flyer to be shared with the announcement about the prizes and share it with the EC and with Mark.
→ **Zaan** to again promote the travel subsidies for the conference on the website.
→ **Sabina** to invite Mark to the meeting of 8 July at 16:00 CET | 15:00 UK time. (done)
→ **Tom** to promote the Teachers' meetup of 28 May through the contact list of those who have previously attended.
→ **Carmen** to send the slides for the one set of LLHE webinar authors to Zaan.
→ **Carmen** to send out an email to the existing (old) members of the board to inform them of the structure, the tasks and the responsibilities of the board.
→ **Carmen** to get a definite answer from Gillian and other possible candidates about working on the LLHE.
→ **Carmen** to then prepare a proposal to present to the CC meeting in September.
→ **Carmen** to read through the text about LLHE on the CercleS website, and to suggest an additional paragraph regarding inclusivity of authors from within and not in the CercleS community.
→ **Zaan** to follow up with Belén Llopis Pérez to ask if they are still interested in the scholarship.
→ **Zaan** to contact Andriyana Baran and Kseniya Borodin to ask if they can send their proofs of payment for the workshop in Jaén. (done)
→ **Anne** to contact her own advisor at Credit Mutuel to find out if she can help with setting up a card payment for the AM in the USA.
→ **Anne** to follow up with the candidates for the EC elections about creating a short video introduction, which will be made available to members on the (restricted part of the) website.