Confédération Européenne des Centres de Langues dans l'Enseignement Supérieur

European Confederation of Language Centres in Higher Education

Europäischer Verband der Hochschulsprachenzentren

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Executive Committee meeting no 1

7 October 2024 at 16:00 CET and 21 October 2024 at 15:30 CET

via Zoom

MINUTES

Update from the Presidency

a. *LLHE*

- Summary of the Editorial Board Meeting in Durham
  Gillian Mansfield is retiring as LLHE co-editor after the second issue of 2024, and Carmen Argondizzo suggested Anne Chateau to take over the role of co-editor, but she will only be available for two years. Libor says it is wise to perhaps have another person part of the co-editorial team, to ensure continuity when Anne leaves. The current persons involved were in place when the previous EC came on board. Tom says that this is something the coordinating committee should vote on. The EC will meet with Carmen, Anne (and Kasia), find out more about the responsibilities, and then approach someone. Julia will organise the meeting.
- Changes in editorial board and proposed new format for the board
  This was raised at the CC meeting on 11 September as a possibility. The aim of the new structure is aimed at simplifying the process of editorial work for the journal. We should ask De Gruyter what they recommend for the structure as they are experienced in such issues. Julia will organise the meeting.

b. *Strategic plans and future directions*

- **Gathering information at our centres** (languages, mode of delivery, assessment, what they need from us) and put this on the website. Ruth asks if this could be done via National Associations – and that we send a questionnaire with specific sections – so that we have comparable information. Libor asks that we add a column for ourselves with the reason for gathering the information. The information can be on the website, as a map – for example, as the results of a specific survey. Tom says that perhaps it is needed to pay someone to help gather information. The CC can also give input. Julia will share a document with questions with the EC.
- **Creating a CercleS Moodle**
  Alessandra mentions some technical issues surrounding Moodle. RANACLES has a Moodle platform already, so perhaps CercleS can use their platform/expertise, especially as we have the same webmaster.
- **Guidelines for good teaching and assessment practices**
  We can create a document focused on ethics, good practices, and assessment, and share it on the website. Libor notes that existing documentation is often focused mostly on schools (not on HE). In addition, it would be a major project and will have to be discussed and cannot be imposed – perhaps a working group can deal with this.
- **LinkedIn**
  Julia says that she never visits websites but goes to LinkedIn all the time. Zaan notes that this adds another platform to update regularly. We also have to decide how it will be different from/complement the website. Libor says that social media reach is important and of these,

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LinkedIn is preferable. Libor will ask someone from his Language Centre to look at our website and look at ways in which LinkedIn can be used.

- **Placement tests**
  Julia mentions that having placement tests in different languages increases traffic to the website. These tests are taken by students, mostly not from their own university. It is also possible that teachers get the results of these placement tests.

Update from the General Secretariat

a. *Membership issues*

- Associate member ILV – did not pay 2024 membership fee, wants to leave, but according to Statutes of 2020 has to pay and give notice for leaving the following year. Mia has asked them to pay before the end of the year (31 Dec 2024).
- Associate membership application from Zaporizhzhia National University in Ukraine. There are already two other AMs in Ukraine – we are hoping it would be possible to create a National Association in future. The application is approved. Mia will inform them and Zaan will add the information to the website.

b. *Requests for collaboration received*

- English Department at the College of Languages, Duhok University
  Mia will write to them and ask them to clarify their mission and vision.
  → follow up on 21 October: They replied and based on this information, Mia replied and declined the offer for cooperation.
- COST - European Cooperation in Science and Technology
  They have a project in digital multilingualism – it is unclear what the collaboration will entail, and it seems rather removed from CercleS' focus. They are not related to our associate members in Cyprus. Mia will write to them and decline the offer for cooperation.

c. *Website*

- Page on website (https://cercles.org/executive-committee/) for the new EC (include just names, or also university, short bios, photos?)
  Photo, name of your university, link to university or LinkedIn page. All to please send these to Zaan by Friday 25 Oct.

d. *Webinars, workshops*

- Dates, presenters, topics
  - The FG Language Testing and Assessment is having a webinar on 19 Nov that we will advertise in the next newsletter. We would also like to have an LLHE webinar in the first part of 2025.
  - We should collaborate more with NAs and FGs and ask them to share information about webinars that they are offering, which we could also share with members. Zaan will draft a mail to NAs about webinars.
  - The FG Autonomy would like to have a one-and-a-half-day conference in Paris in 2025 and will ask us for financial support towards this.

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- Teachers and leadership meetups V2?
  - Leadership meetups: Mark will find new convenors for the Management and Leadership FG by the end of November.
  - Teachers' meetups: Tom is happy to take this on again and we will launch it again in 2025. Perhaps we can dedicate a newsletter or e-bulletin to this to promote it. This will be sent also to people whose names we have who attended the previous meetups.

e. *Newsletter*

- Next newsletter to be sent to website subscribers - deadline for submissions is Friday. To be published Wed 30 Oct.
- Introduction of the new EC and general message about the aims and goals. Julia to draft a text. Everyone to send their pictures and the links to their own Language Centres and/or universities.
- Zaan to ask Mark for any feedback on the conference.
- Flyer about Teacher training

f. *E-bulletin (December)*

- Content
  - Feedback on the conference (from attendees, Focus Groups, Mark?) with photos
  - Reports from each office?
  - New EC, introductions with photos
  - LLHE editorial board changes
  - Report from ECML Graz meeting
  - Look forward to 2025 – webinars, survey, etc.
  - An idea to share about what is happening in the Nas
  - Introducing new associate members
- Deadline for submissions: Fri 6 Dec, publication date about 16 Dec.

g. *Collaborative platform*

Mia has not been able to access Google. Teams as an option? Julia has some difficulty accessing an external organisation's Teams. Mia will try to add Julia to the Abo Akademi Teams. If it does not work, we can consider Google. Tom created a CercleS EC drive with all the folders (from the University of Lorraine Teams) and sent a link to all. It seems that we can all access it.

Update from the Treasury

a. *RANACLES/CercleS teacher training week*

Tom had a meeting with the director of the University Language Centre at Aix-Marseilles and they are happy to organise the teacher training week/summer school 11-14 June 2025. The topic will again be AI in language education. Tom will ask again for a 5000 EUR subsidy to host this. There is a limit of 3 persons per country for a specific period and a waiting list. If there are still places available, there is no limit per country. The EC will meet the day before (on Tuesday 10 Jun) for a face-to-face meeting and be present for the kick-off of the event on Wednesday.

b. *CercleS financial situation*

Tom would like to start looking into commissioning an audit of our financial and legal situation. CercleS has an awful lot of money, and our charitable status means we "probably" shouldn't. RANACLES is in a similar situation, so Tom thinks we should carry out the operation jointly. Ruth

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supports the appointment of an external auditor. She suggests offering some more CercleS awards. Libor suggests offering money for projects and announcing this in the newsletter/bulletin. Alessandra suggests listing several themes for the projects, and that the projects should be linked to CercleS objectives and partners, National Associations.
Zaan suggests promoting scholarships for attending NA conferences.

- In a similar vein, Tom would like us to reevaluate the various subsidies we give out, in order to spend more money. This subject can wait until a later date, just before a CC meeting.

AOB

- Julia suggests a combined project with ECML related to the use of CEFR by teachers. For the PNF meeting in Graz we will prepare a call for collaboration. Julia will work on this.
- Ruth asks about the memorandum with the ECML as it seems to have expired in 2023 – Ruth will follow this up with Julia.
- Libor offers to contact Kasia and ask about the proposed format of the editorial board, so that we can get an explanation before the meeting with Carmen and Anne on 7 November.
- Can we organise an online CC meeting before the end of this year? Tom would like to get a 2025 budget approved before the new year and we need the CC's approval for this. The date is set for Friday 13 December 10:00-11:30 CET.
- Date of next EC meeting: Friday 15 November 10:00-11:30 CET – preparation for CC meeting.

Tasks from the meeting

→ Julia to arrange meeting between EC, Carmen, Anne (and Kasia) about adding another person to the LLHE editorial team (done)
→ Julia to share a document with questions for a questionnaire to members with the EC (done)
→ Mia will inform the Zaporizhzhia National University in Ukraine that their associate membership is approved (done)
→ Zaan will add their information to the website (done)
→ Mia will write to the English Department at the College of Languages, Duhok University and ask them to clarify their mission and vision (done)
→ Mia will write to the European Cooperation in Science and Technology and decline the offer for cooperation (done)
→ Julia to arrange a meeting with De Gruyter about the proposed changes to the LLHE editorial board
→ Libor to ask someone from his LC to look at our website and look at ways in which LinkedIn can be used
→ All to please send a photo, name of your university, and link to university and/or LinkedIn page these to Zaan by Friday 25 October.
→ Zaan to draft a mail to NAs about webinars.
→ Julia to draft a text for the newsletter about the new EC and general message about the aims and goals.
→ Zaan to ask Mark for any feedback on the conference.
→ Julia to prepare a call for collaboration for a combined project with ECML related to the use of CEFR by teachers for the PNF meeting in Graz.
→ Ruth with Julia to follow up about the memorandum with the ECML as it seems to have expired in 2023.
→ Libor to contact Kasia and ask about the proposed format of the editorial board before 7 Nov meeting.

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Important dates:

- **Thursday 7 November 15:00-16:0 CET**
  Meeting with LLHE editors and De Gruyter
- **Friday 15 November 10:00-11:30 CET**
  Next EC meeting – preparation for CC meeting
- **Friday 13 December 10:00-11:30 CET**
  CC meeting with special focus on projects and budget 2025
- **Tuesday 10 June 2025**
  Face-to-face EC meeting in Marseille, just before the start of the CercleS/RANACLES teacher training week

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