Executive Committee meeting no 3

15 November 2024 at 10:00 – 11:30 CET / 11:00 –12:30 Finnish time

MINUTES

Update from the Presidency

a. Feedback on LLHE meeting:

- After the second meeting with the editors in chief and de Gruyter representatives, there is a proposal for a new format and some decisions to take. The document with the changes is available to all in the drive, in the folder of this meeting.
- The editors in chief have an enormous amount of work so proposed a new format with more reviewers, who would commit to reviewing papers received. They were also concerned about direct contact with the EC since Carmen is no longer on the EC. The editors feel we should also reach more people with the journal, also outside the CercleS community. The proposal is to have two Editors-in-chief (Carmen Argondizzo and Anne Chateau) for 2 years, plus one or two assistant Editor(s)-in-chief to work alongside them for two years, who would take over the role as editor(s) after the two years, when Carmen and Anne retire. **Decision 1: Cesare Zanca is proposed as assistant editor.** The decision is approved. **Julia/Libor** to approach him.
- The scientific advisory board will include someone from the EC and from the CC to have a direct link between the EC and LLHE. It will also include people from the CercleS community and outside the CercleS community. **Decision 2: Should Katarzyna Grzegorek (of De Gruyter) be on the board? How and who to approach?** The scientific board would not be involved in the everyday running of the journal. Their task would be to give credibility to the journal, and to give advice and be a sounding board to editors if needed. We should approach the NAs and ask them to propose names, and will table these suggestions at the CC meeting in December.
- The editorial board (the reviewers) is very small at the moment and not all NAs are represented. **Decision 3: Who to approach?** We should approach the NAs and ask for names for at least 2 persons per NA. This could be offered to younger colleagues who would like to develop experience. If persons are not performing their tasks as expected, they will be asked to step down (temporarily if needed).
- **Julia and Libor** will prepare the final draft of the proposal (which is available on the Drive) and this will be tabled at the CC meeting in December.
- **Julia and Libor** to write a text on the editorial board changes for the e-bulletin.

b. Boost Your Language Teaching Skills – Teacher training

- General overview of the programme – the kick-off meeting will be on 16 Jan 2025.
- The relevant pages on the CercleS website are already online.
- Budget modification: there is a proposal to modify the elective modules. Initially, the electives were to be followed by all attendees and consisted of 2-hour workshops. After receiving the proposals from several of the CercleS experts contacted, the topics were more diverse - maybe not applicable to all contexts - and complex, and it will be difficult to cover these in any depth in 2 hours. A **proposal** is made to offer three 6-hour modules, from which

registered participants would pick one according to their contexts. This means a modification of the initial budget in terms of fees for CercleS experts. The webpage (Moodle) costs will be significantly less than budgeted. The actual increase in the budget will be around 1 000 euros more. This is approved.

- Promotion – there will be a news post on Monday 18 Nov, a flyer to be sent out, and it will be advertised in the next newsletter.
- Launch date: 18 November in the afternoon

c. *Project with the ECML's Professional Network Forum*

- Julia would like to propose a project at the ECML Professional Network Forum (PNF) meeting in Graz in December: a multilingual survey on the use and impact of the Companion Volume to the CEFR – linked to the motivation of teachers and students. **Libor** will present this at the PNF at the Wednesday meeting. **Libor** will submit his report on the meeting in Graz in time for the CC meeting in December.

d. *e-bulletin*

- Contents
  Feedback on the conference (from attendees, Focus Groups, Mark?) with photos – **Zaan** will write a paragraph. **All** to please share their photos to the link on the drive.
  Short reports from each office. **All** to please write about Presidency (incl. Vice-president), General Secretariat, and Treasury.
  New EC, introductions with photos – **all** to please add a short introductory text about yourself - 100-150 words
  Information about LLHE editorial board changes (**Julia & Libor**)
  Report from ECML Graz meeting (**Libor**)
  Look forward to 2025 – webinars, survey, etc. (**Julia & Mia**)
  Introducing new associate members (**Mia & Alessandra & Zaan**)
  Boost Your Language Teaching Skills - to mention that it is a CercleS initiative and is in progress (**Zaan**)

e. *CC meeting 13 December*

- Folder on the Google Drive - CercleS Drive with EC access → 2024 → CC meeting 13 December 2024
- Julia has uploaded a provisional PowerPoint to have a look at (**all** to please add to it by Monday 9 December). **Zaan** will then edit it before the meeting.
- Zaan has uploaded a draft agenda
- Julia explains that we want members to be more involved in CercleS discussions, so she will suggest at the meeting that working groups work on various topics to produce white papers on these topics, eg. Assessment, Translation, Good practices…. Tom says that this sounds very much like the work done by the Focus Groups. It may be a way to structure and focus the work done by the FGs. We should encourage them to produce papers and attend conferences. This may have implications for the budget, so we could request a financial plan from the FGs. We should take this into account when planning the 2025 budget.

Update from the Vice-President

Libor will not be able to participate in the CC meeting on 13 December as he will be in Taiwan, and will send his parts for the meeting ahead of time. He asks if we are happy that he also mentions CercleS as possible collaboration partner for Taiwanese colleagues. The EC approves.

a. *Social media:*
   - **LinkedIn:**
     Account Setup, Strategy Planning… Essentially Getting Started (5 hours) - including a basic outline of what will happen on LinkedIn (who to follow, what to share, setting the tone)
     One Original Post per Week + 2-3 Shares: 1.5 Hours per Week = about 6-10 hours per month (if something more complex comes up occasionally); depending on the character of the "original post" regarding its length and level of expertise.
     Around 130 hours of work max per year (if e.g. 20 euro per hour – 2,600 euro)
     → Who will post? **Libor** will ask Alexander Grimm from Universität Halle to create the account and create content. Zaan will also be able to post news items to LinkedIn. Zaan and Alexander to collaborate.

b. *CercleS Talks (not the same as CercleS webinars):*
   - **Concept Development… What and How, The Annual Plan: 16 hours (equivalent to two workdays)**
     (e.g., an annual plan with 13 talks involving regular members—representatives of associations; 10 talks with representatives of affiliated associations; 4 talks with the executive committee (quarterly updates on what's happened and what's coming up); 2 talks with the coordinating committee (one at the beginning of the year to discuss plans, and one at the end to review achievements); plus 24 talks with authors of articles in LLHE, course authors, and creators of interesting things like SIGs, etc. so that an item could go out each week (some could be recorded in groups and then released or concentrated within specific weeks, with breaks during holidays…), variety setting, e.g. the approach could be thematic series (e.g. Thursdays always focus on mediation, Tuesdays on directors speaking, etc.)

     If There Were 53 Talks per Year…Estimate 4 hours per item (one minute talk)
     2 hours for the content creation: preparing, recording and uploading to cyberspace… with recording being a straightforward Zoom recording and only editing if something truly needs cutting, which shouldn't be too often.
     2 hours for organization: arranging the interview date, sending questions, coordinating details.
     Around 250 hours of work max per year (if e.g. 20 euro per hour – 5,000 euro)
   - We have a CercleS Zoom background on the Google Drive.

Update from the General Secretariat

a. *Membership matters:*
   - No updates on membership.

c. *Webinars, workshops, meetups:*
   - FG Language Testing and Assessment webinar on 19 Nov
     - Johann received several registrations from CercleS non-members. We should discuss if we allow non-members or keep CercleS webinars for members only. If we consider webinars as a benefit for CercleS members, we should consider if we are offering CercleS members a webinar or if we are offering them a place to share their work with a wider audience. Tom suggests that if the focus of the webinar is language centres, then we keep it within CercleS. When the topic goes wider than LCs (like teaching in general, for example), then we can open it up. So we can decide per webinar whether we open it up or not. This is approved by the EC and will be presented to the Coordinating Committee to discuss.
   - The FG CLIL/EMI in HE will give a webinar on English as Medium of Instruction on 9 Apr 2025.

d. *Next newsletter:*
   - To be sent out on 20 November
   - Contents: Boost your Language Teaching Skills Training

e. *Updating the photos on the CercleS website:*
   - **Zaan** to look at photos from the Google link and work with Mr Dumonceau (webmaster) to update the pictures. She will share a possible selection with the EC to choose the best ones.

Update from the Treasury

a. *Associate member payments received*
   - UC Louvain
   - ARISTOTELEIO PANEPISTIMIO THESSALON - Thessalonica (name to be confirmed!)

b. *Summer School Marseille June 2025*
   - Confirmation of dates: 11 - 14 June 2025
   - Subsidy to be requested at CC meeting €5000
   - Suggestion for a face-to-face EC meeting Tuesday 10 June (**all** to travel on Monday 9 June)
   - EC to meet in person on afternoon on 10 June and be present for opening on 11 June
   - Julia says there was an enquiry about a winter school. Perhaps we could rather encourage members to organise their own winter school and the open it up to CercleS members and promote it. We should ask NAs that all NA events should be open to CercleS members. The possibility of financial aid is even possible.

AOB

- There will be an in-person meeting of the EC on the afternoon of 29 Jan in Berlin.
- Mia will likely not attend in person, and Alessandra is still unsure. Zaan will definitely not attend in person as she will be in South Africa.

Next EC meeting:
29 January 2025 in Berlin

Important dates:

9 December - Deadline for updating CC meeting PowerPoint
9 December – Deadline for submitting texts for e-bulletin
13 December – Coordinating Committee meeting
17 December – ebulletin sent out
29 January – EC meet in person in Berlin
10 June – EC to meet in person in Marseille

Tasks from the meeting:

Minutes

→ **Zaan** to send minutes to Mia and Alessandra for checking
→ **Zaan** to upload the EC meeting agenda and minutes to the website (members' area)

LLHE

→ **Julia/Libor** to approach **a potential assistant editor**
→ **Julia and Libor** will prepare the final draft of the proposal (which is available on the Drive) and this will be tabled at the CC meeting in December.
→ **Julia and Libor** to write a text on the editorial board changes for the e-bulletin.

ECML

→ **Libor** will present the idea for the project at the PNF In Graz.
→ **Libor** will submit his report on the meeting in Graz in time for the CC meeting in December.

E-bulletin

→ **All** to please share their photos from the Durham Conference to the link on the drive.
→ **All** to please write about Presidency (incl. Vice-president), General Secretariat, and Treasury.
→ **All** to please add a short introductory text about yourself (100-150 words) and photo you want to use
→ **Julia & Mia** to write a text for e-bulletin on the plans for 2025 – webinars, survey, etc.
→ **Mia & Alessandra & Zaan** to write a short text introducing new associate members

CC meeting

→ **All** to please add to the CC meeting PowerPoint by Monday 9 December
→ **Zaan** will edit it before the meeting.
→ **For the CC meeting:** We must ask the NAs to suggest names of persons for the scientific advisory board
→ **For the CC meeting:** We must ask the NAs to suggest names of at least two persons for the editorial board (reviewers)

Social media and web

→ **Libor** will ask Alexander Grimm from Universität Halle to create the account and create content
→ **Zaan** to look at photos from the Google link and work with our webmaster to update the pictures