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 53
19 March 2024: 16:30-18:00 on MS Teams

Minutes

- **Approval of EC minutes No 52 / Update on action points (See minutes no 52)**
  The minutes are approved.

Update from President

a. XVII Project application: CercleS Teacher Training Project "Boost your language teachings skills"

Marta Demchyshyn (UCU, Lviv, Ukraine); Julia Zabala Delgado (of Universitat politècnica de València, Spain), Barbara Sawicka (Poznan University of Technology, Poland), Tetiana Kibalnikova (Masaryk University, Brno, Czech Republic), Sabina Schaffner (University of Zurich, Switzerland / CercleS): Consultant regarding autonomous language learning: Anne Chateau (Université de Lorraine / CercleS)
The aim is to create a kit for teacher training – to be used by teachers in the CercleS community, and it is especially useful for colleagues in Ukraine.

Sabina shares a more detailed proposal about the project.
The outcomes are focused on language teacher training in HE through materials development in English and also translation of some material into Ukrainian, podcasts, webinars, face-to-face training, and others. The idea is to draw on the expertise of the CercleS network and to create a database of both newly developed and existing materials and work with these or develop it further for the purpose of teacher training. The work will be done between August 2024 and August 2026. The funds are to enable to members of the project team to travel to meet, and also for the material development. The idea is to offer a modular, but sustaibale training where teachers commit to being part of a training group. The creation of a CercleS certificate should be discussed.

Tom suggests that the team meet in Valencia and that further decisions be taken then. It is perhaps more feasible to allocate funds for the last part of 2024 and part of 2025 than for the whole period.
Carmen ask if the expectation is that people from all around Europe will sign up for training. Sabina says that the first training will be online, which will make it possible for a range of people to sign up. Sabina says we could ask members of the CC whether their teachers would be interested in this type of training.
→ *Updated application + slides in this EC meeting folder*

b. XVII CercleS Conference (minutes of last EC meeting and updates)

Programme

Conference Thursday 12 to Saturday 14 September 2024

Wednesday 11 September

- **EC meeting 10:30-12:00** and CC meeting (14:00-17:00)
- Lunch for those who arrive on Wednesday
- Dinner for members of EC and CC

Mark informed that the conference organisers received 169 abstracts. The reviewers will each have to deal with 12 or 13 abstracts.

Travel plans EC? Updates?

Everybody should arrive by Tuesday evening/night.
Regina Mügge confirmed her arrival by Tuesday evening/night.
Gillian Mansfield was happy about the invitation and will confirm her travel plans and dates to the General

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Secretariat later.

Hotel: Rooms at Hotel Indigo have been booked for the members of the EC, and for Regina Mügge and Gillian Mansfield (so 9 persons) from 10 – 15 (5 nights) of September at a corporate rate of £139.00 Bed and Breakfast.

Summary of the costs for EC members:
Accommodation is paid by CercleS.
Travel is paid by CercleS (please send details to Marta for reimbursement).
Registration fees, dinner and post-conference trip are also paid by CercleS. We should register and then get a send the details to Marta for a refund from CercleS. **Members of the EC** should register for the conference and book travel arrangements by the next EC meeting (23 April).

Registration open

→ for EC members – and as an information for Regina Mügge and Gillian Mansfield: indicate as the billing address the General Secretariat or Marta's email account?
Zaan will ask the conference organisers how to best organise the registration, conference dinner and post-conference trip for Gillian and Regina.

c. Research: A review of research practice and culture in CercleS member institutions (Mark Critchley, Sabina Schaffner, Irmgard Wanner)
Report being finalised and first results to be presented at Leadership meetup in April or May.
Presentation at CercleS Conference in Durham by Irmgard Wanner and Mark Critchley, publication in LLHE by Irmgard Wanner and Mark Critchley.
Webinar in late October 2024 to be planned.

d. Meetups 2024:

Leadership Meetups run by Leadership & Management Focus Group
Host: Tom, Chair: Mark Critchley

Next meetups:

26 March 2024	~~Research in Language Centres~~ to be decided
14 May 2024	Languages, politics and social justice: the role of Language Centres
25 June 2024	Income generation (backup host needed)

Teachers' meetups, 17:00-18:00 CET
Host: Tom, Chair: Tom
Tom to promote it by contact list of those who have previously attended.

Feedback on meetup of 12 March
There were enough people for 3 breakout rooms. Four colleagues from Ukraine also participated.
Next meetups:
16 April
28 May

HUJI LC would like to invite in the next newsletter specifically also teachers of Hebrew since they would love to engage into an exchange with teachers of Hebrew from Europe. **Tom** will create a blurb that will mention not only Hebrew, but also other lesser-taught languages.

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Special presentation for associate member (HUJI):
Sabina did an online presentation for the LC on 14 March on Teacher Development. There were 14 people attending. They all felt that the talk was very inspiring.

Webinars and trainings 2024

Webinars/Workshops for 2024: January / February – July
The following CercleS online talks/webinars have been scheduled for the first part of the year:

Thursday 14 March: Speed dating event (16:00-17:30 CET): cancelled
Chair: Mia; Host to be defined, Preparation:
An event for CercleS members interested in COIL (collaborative online international learning) to find partners for collaboration

Due a lack of registrations, this event was cancelled, and the people registered informed. The contact details of those interested were shared among each other. Information about the cancellation was put on the CercleS website.

Sabina asked Mark to plan in a timeslot for a speed dating event at the Conference in Durham.

Thursday 25 April: AI webinar (16:00-17:30 CET)
A webinar on the topic of AI in language education in HE
Chair: Sabina; Host: Anne; Preparation:

Call for presenters for CercleS webinar/workshop: AI language models in the classroom (January Newsletter 2024):
→
→ *Proposal from Prof. Cesare Zanca (Head of the University Language Centre Università degli Studi di Siena, Italy): **Carmen** will contact him and request him to send it urgently.*
→ *Proposal from Marta Demchyshyn ready*

Thursday 30 May: LLHE webinar 16:00-18:00 CET
In conversation with the authors whose articles were published in LLHE (Oct 2023)
Chair: Carmen; Host: Mia, Preparation:
Carmen has already identified 4 authors from the previous issue and written to them. As interviewers, Carmen would like to invite the 4 new LLHE reviewers. The EC agrees and **Carmen** will contact them.

Prepare a new list of CercleS talks on Teams for 2024 → define hosts and chairs (see below)
- *Additional talk in June or August? The LLHE webinar will be the last one before the summer.*
- *For handover to next EC: talk on research at end of October*

c. Follow-up of discussion at CC meeting: Exchange among National Associations on opportunities and measures:
Summary of main points
Focus Groups: Feedback by 4 FGs of what has happened and what they are planning for the year. (see also March newsletter).
FG coordinators to be asked to let us know if they want to use the 1500 euro for FG meetings for the meetings before the conference. → Anne did not tell them about the 1500 euro, but rather sent them an application form for a refund to come one day earlier to attend the FG meeting. This may be more than 1500, depending

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on the accommodation they choose. The Testing FG, Associate Members FG, Autonomy FG enquired about this.
About 6 FGs indicated that they will meet at the conference in Durham. Mark Critchley contacted all FG coordinators and asked directly if they want to meet at the Conference in Durham.

We should ask the CC in May if they have suggestions regarding these dormant FGs.

Design the CercleS prize(s): target group, focus, promotion and assessment

a) **Focus on posters –award one poster with a CercleS prize.**
Criteria: Most original multilingual presentation.

Other prize? The idea of a prize ofor an innovative project was postponed (create a dynamic PowerPoint presentation and put it online, and people can vote online) We agree to Tom suggestions that such a prize sshould rather awarded in a year when we don't have a conference.

b) Second prize for a good paper presentation. Mia suggests a prize for collaboration – so a prize for the best presentation that involved collaboration between members, or linguistic diversity.
Criteria: Most original multilingual presentation.

Sabina to ask Mark to attend the EC meeting of 23 April to give an overview of the papers/posters selected and the topics represented. We will then define the criteria and deadline and communicate the practicalities. (Call, (newsletter, Conference website)

Update from Vice-President:

- LLHE news: 14.1.2024 has been completed and sent to the publisher for the final typesetting. It will include 13 papers, no Activity Reports. Major topics discussed are: Note-taking in EMI; Academic writing and the impact of ChatGPT in academic writing; Use of technology in language teaching (Instagram, ePortfolio application); Awareness of intercultural citizenship; Enjoyment and anxiety in language learning; Gamification, Songs for ESP teaching; Training attitudes by primary school teachers; Language learning strategies by college students athletes; Components of word knowledge.
- In April we will receive the manuscript completed and we will proofread for final Imprimatur.
- In the meantime, we have started dealing with the new articles arrived in 2024 (17, so far, plus 3 remaining from 2023)
- Katarzyna to attend: Carmen will check with her (and Mark) when an editorial meeting could take place. Carmen contacted Katarzyna asking for the date on which she would be arriving in Durham. As soon as she answers, Carmen will let Mark know and check if he can confirm the date and the venue. Kasia hasn't answered yet.
- Gillian Mansfield to take part in the Durham Conference? Farewell for her as co-editor, and a gift. Sabina invited her and she was pleased by the invitation and agreed to come.
- Carmen has started the organisation for the LLHE Webinar to be held in May.

Sabina wants to confirm: the next LLHE will be published in October. Gillian will step back in September, and will still contribute to the October issue. Carmen has already drafted an idea of an editorial board, which she will share with the EC. One idea is that there is an advisory board, where the CercleS president and perhaps the Vice-president or the treasurer. One option is to keep Gillian on the advisory board. **Carmen** will submit some ideas about the LLHE handover for the next meeting. We will also need a new editorial agreement with De Gruyter. The continuity is important. Marta notes that 1500 euro has been allocated for work on LLHE, and it must be decided how this will be used. **Carmen** will add this to her information for the next meeting.

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Update from Secretary General / assistant:

a. Membership management:

Total: 403 → **378** members (from NAs); **22** Associate Members; **3** Honorary members.
Website subscribers: 839 all incl. admin (18.03.2024).

We need an update on the membership numbers from NAs to be used for calculation of votes during EC Elections.
Zaan asked the NAs for their membership numbers in March so that we can calculate the membership fees payable.

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

Scholarships (apart form subisidies 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)✓

In the March newsletter, we announced that – "in order to promote internationalisation and collaboration among NAs, we want to encourage national associations' (NAs') presidents to open the NAs' events for colleagues and/or to invite speakers or workshop coordinators from other NAs by offering scholarships. The scholarships of up to 500 euro can be used for travel, accommodation, or registration.
Zaan prepared a link (in the members' area - Documents and agreements - Scholarships) to download the forms.
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.

Next newsletter:
Date: Thursday 11 April
Content: meetups, AI webinar, LLHE webinar, CercleS Conference registration open, FG Autonomy report.

b. Timeline Elections to CercleS Executive Committee 2024:

- Reminder of Call to be sent to National Associations: 25 March 2024 (**Anne** to send it out)
- Meeting of Anne and Sabina for a first review of the nominations: 7 May
- 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

c. **Teachers' training week in June 2024**: CercleS/RANACLES teacher training session in Nancy: Tuesday 11 to Friday. As of 19 March there are 27 applications (but one application will probably not be accepted). 11 countries represented.

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Zaan to publish on news site that there are very few spots left.
Tom to let the EC know when 30 applications have been reached.

Update from Treasurer:

a. Payments of members, 2023:

National Associations: All NAs have paid all their invoices.
Associate members: All AMs have paid their invoices.
Zaan wrote to the AMs informing them that the invoices will be sent out in April and asked them to check their details and the way we send the invoice/debit note.
Zaan wrote to the NA presidents and asked them to confirm their membership numbers by 2 April. These numbers will be used for the membership fee invoices and for voting in the EC elections.

AOB

a. EC meeting in January

Online via Teams
Schedule

23 April 16:30-18:00 (Tom possibly not available)
Main topic: preparation of CC agenda and meeting! Sabina to draft an agenda by 9 April and all EC members to add a comment by 20 April
When does the first invitation to the CC meeting get sent out?
Postscriptum by Sabina: We should decide at the next EC meeting,
the lates 14 days before the meeting, 3 May the latest. (according to the one month earlier to the meeting)

21 May 16:30-18:00

10 June, Nancy 16:00-17:30
Face-to-face, Université de Lorraine.
Zaan will not travel to Nancy.
The EC will spend 2 nights in the hotel (Monday 10th and Tuesday 11th June). Rooms have been booked.
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.

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

This is a possibility – the bank will set it up. The cost is minimal and the EC agrees that this is fine. **Tom** will ask the responsible person at the bank to set it up. **Zaan** will let the Associate Member in the USA know.

Action points:

→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **Sabina** to ask Mark to attend the EC meeting of 23 April to give an overview of the papers/posters selected and the topics represented.
→ **Members of the EC** to register for the conference and book travel arrangements by the next EC meeting (23 April).
→ **Zaan** to draw up a list of the numbers of membership per NA.
→ **Zaan** to send out the membership fee invoices/debit notes to the NAs and AMs in the first week of April.

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→ **Zaan** to ask the conference organisers how to best organise the registration, conference dinner and post-conference trip for Gillian Mansfield and Regina Mügge.
→ **Zaan** to let the Associate Member in the USA know that it is possible to pay by card and we will send the link when available. (done)
→ **Zaan** to send out a newsletter on Thursday 11 April.
→ **Zaan** to send out the invitation to the CC meeting by …. Date to be decided at next EC meeting
→ **Zaan** to publish on news page that there are very few spots left for the Teacher Training week in Nancy.
→ **Carmen** to contact Cesare Zanca and request him to send his abstract for the AI webinar (25 Apr) **urgently**.
→ **Carmen** to contact the 4 new reviewers to be interviewers at the LLHE webinar on 30 May.
→ **Carmen** to submit some ideas about the LLHE handover for the next meeting.
→ **Carmen** to add information about the 1500 euro allocated for work on the LLHE for the next meeting.
→ **Anne** to send out a reminder of Executive Committee Elections Call to National Associations: 25 March 2024.
→ **Tom** to let the EC know when 30 applications for the Teacher Training week have been reached.
→ **Tom** to ask the responsible person at Crédit Mutuel to set up the page and link so that membership fees can be paid by card.
→ **Tom** to create a blurb for the newsletter (going out on 11 April) regarding the Teachers' meetups that will invite teachers of various lesser-taught languages.