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 58
# 20 August 2024: 16:00-17:30, Teams

## Minutes

- **Approval of EC minutes No 57 / Update on action points (See minutes no 57)**
  The minutes are approved.

## Agenda

- Mia Panisse and Marta Estella are excused.

## Update from President

**a. CercleS Teacher Training Project "Boost your language teachings skills"**
Sabina to inform about the project application to be discussed at the EC meeting in August and at the CC meeting of 11 September.

**b. Meetups 2024:**
*Feedback on Leadership Meetups run by Leadership & Management Focus Group*
Host: Tom, Chair: Mark Critchley
Last meetup: 25 June 2024 (Income generation)
About 6 people attended and spoke about different language centres about their economic models (very different according to the countries).

**c. CercleS Conference in Durham: Message by Mark Critchley to national presidents (CC maling list), email sent on 14 August 2024:**

**Registrations**
- 289 registrations to the conference as a whole, with a further 21 presenters still to register. As such – with online delegates – c. 350 persons expected to attend the conference, 300 of them on-site.
- Main conference registration deadline: 27 August, but FG registration will be kept open until 4 September.

**Focus Groups**
- Update on current registration numbers for the Focus Group meetings scheduled for the morning of Thursday 12th September ahead of the CercleS conference starting later that day
- Further call to be circulated
- Brief summary of the FG meeting from Johann and from Giovanna/Justine.
- Edyta, Tom, and Benoît/David invited to send a brief event descriptor that we can include, and to add to the conference website → CercleS SG: should we do any more promotion
- support of online/hybrid access to Focus Group meetings as for other conference sessions. share list of attendees to be shared one week before the event date → CercleS SG: we would also like to get an update

| Focus Group | Venue (capacity) | Registrations as of 14/08/2024 |
|---|---|---|
| Autonomy | Room TLC 117 (53) | 4 |
| CLIL/EMI | Room TLC 123 (80) | 9 |

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| | | |
|---|---|---|
| Internationalisation & Language Policy | Room TLC 106 (100) | 12 |
| Language Testing & Assessment | Room TLC 113 (100) | 10 |
| Languages for Specific Purposes | Room TLC 101 (80) | 14 |
| Leadership & Management | Room TLC 116 (53) | 13 |

**Sabina asked Mark to send report No 4 due in August to come back to open points / questions / suggestions mentioned below. Cf. Report nr 4:**

2. **Conference Programme**
   The conference programme is now in the final stages of being confirmed. This now includes 131 presentations and 15 workshops across 10 parallel sessions.
   **Keynotes**
   In the end, all the keynotes are in English. This is regrettable, and Sabina will write to Mark to indicate this.
3. **Multilingual aspects of the conference**
   The final languages of the conference are English, French, German and Spanish. Despite a multilingual call for papers, encouragement to presenters to consider presentations in a range of languages, and an announcement regarding prizes for the best multilingual presentations, 117 presentations will be delivered in English (including one with sign language interpretation), 7 in German, 4 in French and 3 in Spanish. A significant number will include slides in a second language.
4. **Core CercleS business during the conference**
   Due to the free version of Mentimeter only allowing 50 persons to vote, Zaan suggests using Google forms for polling. It gives results in real time, and eliminates having to do manual counting. This will be used for person present in Durham and also those attending online. She has created a form, a QR code and short URL, and asks the members of the EC to please test it.
5. **COIL speed dating**
   Mark needs us to send the name of a facilitator for the speed dating, and also a description of the event to use as promotion. **Sabina** will contact Ruth Tobias and ask her to be the facilitator. **Zaan** will create a text to send to Mark.

- **CC meeting: Election support required?**
  We have not heard from any EC election candidates about not attending in-person. **Anne** will write to them and ask them to confirm their presence in Durham. In addition, no CC member has indicated not attending in person. **Zaan** will write to them and ask them to confirm their presence in Durham. These numbers are also important for Mark to make dinner reservations on 11 Sept. If anyone is attending online: We must send the CercleS Zoom link to the EC candidates who want to join via Zoom. We ask the organisers for support with the technical side regarding sound and visuals for Zoom at the CC meeting. We can use the webinar link for the GM and the meetups link for the CC meeting.
- **Closing ceremony**
  At the closing ceremony, there will be: a word of thanks from Mark Critchley, a word of thanks from Sabina, a word of thanks to the outgoing EC, handover to the new EC, thanks to the conference organisers, and prizes for the presenters and posters. We would also like to include a word of thanks to Gillian Mansfield for her work on the LLHE. **The EC (all)** must think of gifts to take from their home countries as thank you gifts to the organisers (like in Porto?), and also something to give to the new EC at the handover meeting. In addition, we should think of a gift for Gillian and a small thank you gift to Regina (election officer). **Zaan** to send an email where we can have this discussion.

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- **LLHE Editorial Board meeting**
  The room has been booked (TLC124) and it has been confirmed for Thursday 12 Sept afternoon from 16:45-18:00. Those who should attend are: Sabina Schaffner, Carmen Argondizzo, Gillian Mansfield, Katarzyna Grzegorek (De Gruyter), Anne Chateau, and any of the editorial board present in Durham. **Sabina** to contact Julia Zabala and Libor Štěpánek to attend the LLHE editorial board meeting in their capacity as new President and Deputy President. Online attendance is not possible for this meeting.

**d. Agenda and documents CC meeting** → Draft on Teams in folder **2024 - CC meeting of 11 September**

- The agenda was sent sent out by the end of July (according to Statutes, at least 1 month before meeting).
  The formal invitation to attend in person will be sent to NA presidents and/or proxies next week, along with all the relevant reports and documentation. This will include a reminder that candidates for the new EC will introduce themselves in person or online, and that they will vote for the new EC. NA presidents are also reminded that they should find out if there are any possible hosts for the XIX CercleS conference in 2026. There is as yet no feedback regarding the hosting of the next CercleS Conference in 2026. If there are no hosts by the CC meeting, then it should be taken up by the new EC at the CC meeting in May 2025.
  **Zaan** will send out a second email with the attachments mentioned in the agenda (update on budget 2024, application for Teacher Training project, e-bulletin) on **Thursday 29 Aug**.
- **All members of EC** to prepare the slides for the CC meeting by **Friday 6 Sept**.

**e. Documents and slides GM** → Draft on Teams in folder **2024 - GM meeting of 13 September**

- Agenda was sent out, according to Statutes, at least 2 months before meeting.
- **Zaan** to send out second email with all documents on **Thursday 29 Aug**.
- **All members of EC** to prepare their reports for the GM meeting by **Monday 26 Aug**.
- **All members of EC** to prepare the slides for the GM meeting by **Friday 6 Sept**.
  → Auditors' reports: Stefanie has already sent hers. Nicola is still out of the office.

**f. Preparation of handover to new EC**

**Documents**

- Documents (print) to be brought by Sabina to Durham
- E-documents to be handed over to the new President in Durham on a USB-drive

**Finances (Credit mutuel)**

- Sabina's credit card to be deleted after the payments in Durham
- Sabina to give her card to Tom after paying for the hotel, and he will destroy it
- A copy of the new president's passport will be required to get a new card
- Tom to organise accounts of the new deputy treasurer the GS and the President

**Website**

- Access: Zaan to check with Mr. Dumonceau new accounts of EC if needed and to maintain accounts of individuals cooperating with CercleS

**Partnerships**

Agreements: with partners like ECML and European Language Council - Sabina to explain necessary renewals if wanted

**Meeting at Durham: time to be decided**

- LLHE: Carmen to present her suggestions for the new editorial board
- Agreements / contract with assistant: Sabina to explain necessary renewals if wanted
- Teams: Mia to present Teams as a tool for cooperation
- All to present experience with daily works and cooperation mode

**Ritual**

- Handing over ritual for GM meeting

## Update from Vice-President:

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- Carmen and Gillian are finalizing 14.2 Issue. The issue will include 10/12 papers (2 are still going through the reviewing process). They have been selected from among the many that we received (48 until July, 62 until today 19 August; 63 just arrived). Many have been rejected because of the low quality of the papers. The full manuscript is due in August in order to be ready for October 2024.
- Carmen has asked Dominique Krueger to put a note for the new submissions telling the authors that Issues 15.1 and 15.2 (2025) will be dedicated to papers presented at the CercleS Conference. So, they can be aware that their papers will not be processed before 2026. Dominique uploaded the note (see the link) two days ago. Moreover, starting from the day on which the CercleS Conference CfP will be official, the system will add a special flag to the CercleS papers. This will not create confusion with the independent authors' submissions. Check at this link.
- Carmen sent an email to the existing (old) members of the board to inform them of the changes that will be proposed in the editorial board and that will be discussed in Durham. She sent the email to 14 scientific board members on 30th June and invited them to give an answer by July 10. The table at the end of this agenda shows the feedback and some notes to remember and to be shared within the EC.
- This is confirmed: Kasia Grzegorek will be in Durham from the 12 to the 14 of September. The LLHE editorial board meeting has been scheduled for Thursday 16:45-18:00. Participants will be Sabina, Kasia, Carmen, Gillian, Anne, and members of the editorial board who will be in Durham. Carmen will send an invitation very soon.
- Co-editor in chief: (this is confirmed) Gillian is sure that she wants to step down from the role. Anne is willing to discuss taking up this role.
- We will thank Gillian for her work as co-editor-in-chief at the closing ceremony. Carmen will also check with the new EC if they want her to continue editing (with a co-editor) the Journal. If they have other plans, Carmen will step down and give guidelines to the new person.

## Update from Secretary General / assistant:

**a. Membership management:**
Total: 413 → **387** members (from NAs); **23** Associate Members; **3** Honorary members. **==> 413**
Website subscribers: 1077 all incl. admin (on 20.08.2024)

Request for AM expected: Department of Foreign Languages, Faculty of Law Josip Juraj Strossmayer University in Osijek, Croatia → They will send it in September

**Any update on e-bulletin (end of August**
- farewell by the EC – with each EC member sharing some thoughts and reflections
- Report (with pictures) on Teacher Training week
- **Zaan** will send a draft on Wednesday, and all must please give feedback.

**b. Scholarship reporting file**
There is a document with all the scholarships (travel subsidies, FG scholarhips) summarised on Teams: Documents > General > "Details of scholarships and subsidies awarded in 2024". It is updated regularly.

**c. Timeline Elections to CercleS Executive Committee 2024:**
**Anne** will send an email to all the candidates, confirming their presence in Durham. Sabina, Anne and Zaan will have a meeting with Regina Mügge tomorrow morning (Wed 21 Aug).

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## Update from Treasurer:

**a. Payments of members, 2024:**
All debit notes/invoices have been sent out. Some payments have already been received.
National Associations: ACLES (1st), AKS, CASALC SK, FINELC, NUT, RANACLES (1st), SSH-CHES-CSUS, VUS
Associate members: 11 received, 2 exempt (Ukraine)

**b. Contact with auditors** → Stefanie has sent her report. Still waiting for Nicola's.

## AOB

**a. Upcoming EC meetings**
**Wednesday 11 September: 10:30-12:00 in the lobby of Hotel Indigo**
- Last review of CC meeting and GM
- Practicalities handover

**b. Gift and speech for Gillian**
**c. Gift for conference organisers**

**Action points:**
→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **Sabina** will contact Ruth Tobias and ask her to be the facilitator of COIL speed dating (done)
→ **Zaan** will create a text on the COIL event to send to Mark (done)
→ **Anne** will write to the candidates for the EC and ask them to confirm their presence in Durham
→ **Zaan** will write to the members of the CC and ask them to confirm their presence in Durham (done)
→ **The EC (all)** must think of gifts to take from their home countries as thank you gifts to the organisers (like in Porto?), and also something to give to the new EC at the handover meeting. In addition, we should think of a gift for Gillian and a small thank you gift to Regina (election officer).
→ **Zaan** to send an email where we can have this discussion (done)
→ **Sabina** to contact Julia Zabala and Libor Štěpánek to attend the LLHE editorial board meeting in their capacity as new President and Deputy President. Thursday 12 Sept 16:45-18:00 in room TLC124.
→ **Zaan** will send out a second email invitation to the CC meeting with the attachments mentioned in the agenda (update on budget 2024, application for Teacher Training project, e-bulletin) on **Thursday 29 Aug**.
→ **All members of EC** to prepare the slides for the CC meeting by **Friday 6 Sept**.
→ **Zaan** to send out second email invitation to the GM with all documents on **Thursday 29 Aug**.
→ **All members of EC** to prepare their reports for the GM meeting by **Monday 26 Aug**.
→ **All members of EC** to prepare the slides for the GM meeting by **Friday 6 Sept**.
→ **Zaan** will send a draft on Wednesday, all must please give feedback (done)
→ Zaan to proofread slides and reports for CC meeting and GM
→ Zaan to create ballots for EC election (done)
→ Zaan to print CercleS prizes certificates before going to Durham
→ Zaan to print GM attendance list before going to Durham
→ Zaan to print slips for voting rights at GM before going to Durham

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**Answers from and notes about the Scientific Board members (2021-2024)**

**Yes: accepts to continue giving her/his contribution.**
**No: prefers to step down.**

| Name | YES | NO | No answer | Notes |
|---|---|---|---|---|
| Marco Cappellini, RANACLES | √ | | | Accepts all tasks but no proofreading of English texts |
| Catherine Chabert, AULC | √ | | | Accepts all tasks. She is one of the most precise and detailed reviewers. |
| Thomas Christiansen, AICLU | | | √ | Has been often absent in recent times. I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for his support in the past three years. |
| Ana de Medeiros, AULC | √ | | | Accepts all tasks. |
| Andreas Hettiger, AKS | | | √ | Without tasks for almost two years (personal reasons). When asked if he wanted to continue being part of the SB, he said yes but he never answered or got back to us.<br>I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for his support in the past three years. |
| Martin Mikulas, CASALC CZ | √ | | | Accepts all tasks. Very detailed in his reviews. |
| Stefanie Neuner-Anfindsen, SSH-CHES | √ | | | Accepts all tasks but no proofreading of English texts. Always precise in sending reviews back on time. If she has problems, she informs us in advance. |
| Cristina Pérez Guillot, ACLES | | | √ | I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for her support in the past three years. |
| David Prickett, AKS | | | | He received the email on August 10. I forgot to insert his address on the first email list. I received an out of office reply until August 20. He has always been so precise. I'm sure he will answer, and I hope it will be a 'yes' from him. |
| Laurent Rouveyrol, RANACLES | | | √ | Has been silent for months. I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for his support in the past three years. |
| Mirjam Trapman, NUT | | | √ | I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for her support in the past three years. |
| Fiona Dalziel, AICLU | | √ | | Assistant Editor since the very beginning. She has other commitments and prefers to step back. She honestly admitted she had severe delays in returning her feedback. But she was always very precise in her reviews. I answered her. |
| Annick Rivens Mompean, RANACLES | | √ | | Assistant Editor since the very beginning. She has other commitments and prefers to step down. In her answer, she gave opinions about |

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| | | | | tasks within the Journal's organization. She also offered to suggest the names of some serious and involved colleagues to replace her. In the past, she suggested Cappellini and Rouveyrol. She never asked if we were happy with their support. She forgot to add that, at times, she rejected papers to review and that she was often late when sending her evaluation feedback. Right now, one is still pending. I have not answered her yet. I will. |
| Jean Marguerite Jimenez, AICLU | √ | | | Accepts all tasks. |
| Micòl Beseghi, AICLU | | | √ | Often late with sending her feedback. I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for her support in the past three years. |