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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CercleS Executive Committee Meeting
12 May 2025: 16:00-17:45 CET / 17:00 Finnish time, via Zoom
Minutes

- **Approval of EC minutes of 24 March 2025**
  The minutes are approved.

Update from the President

a. XIX CercleS Conference 2026 applications
Decision on the host for CercleS Conference

1. Università degli Studi di Roma Foro Italico
2. University of Navarra (Pamplona) and University Isabel I (Burgos).
3. Université de Namur (Belgium)

The university chosen by the EC was Università degli Studi di Roma Foro Italico. Julia will inform the CC that there were three candidates (we will not include University Isabel I (Burgos) as they did not submit a document of application) and we will explain why Roma Foro Italico was the chosen candidate. In addition, we will make available a document that outlines the guidelines for selection of a host for future conferences and events. This makes the criteria clear to everyone. We will only communicate the candidate chosen to the NA presidents and representatives involved (not the ranked order). Zaan to draft a mail and send it to the EC for approval before sending it to the NA presidents.

b. Questions regarding requests for memberships
CLUB application form received *(in this EC meeting **Documents** folder)*

• Possibility of organising a General Meeting (GM)
Julia feels that it is not very welcoming to ask CLUB to wait for a year and a half before the next GM can approve the membership application, and that this is a good enough reason to call an extraordinary GM. According to the Statutes, the President has the right to call an extraordinary GM (Statutes 5.3) and online voting is allowed (Statutes 5.7). As the German Universities will only start in October, the GM will be held on 6, 7 or 8 October. Julia will inform the CC of this. We have to be very clear about the voting procedure to make sure it is according to the Statutes, and we are able to conduct the voting in a clear and transparent manner. The details of the GM will be discussed at the EC meeting in June. Zaan will inform CLUB after the CC about the procedure and the GM.

• No Associate Members from countries where there is a Full Member (NA) – a recommendation or CercleS policy?
Mia says it is a tricky question. The previous EC did not allow universities in countries where there are NAs to join as Associate Members and therefore encouraged the NAs in Finland and Austria to amend their Statutes, so that the universities of applied sciences could join the NA (and CercleS), which they did.

It could lead to fragmentation within NAs, as institutional members could resign from the NA, and then join CercleS as Associate Member. This in turn could affect the number of votes of a Full member. It can be a question of credibility as well, since the Statutes have not changed and seem to offer two diametrically opposite interpretations.

Libor says that there are some situations where there is no will to unify the centres within an NA (for political reasons). We must accept that there may be centres in the different countries that for particular reasons do not

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want to join their NA. We should ask that institutional members *firstly* consider membership via the NA, and only if this is not feasible, *then* as an Associate Member.

Julia says we should determine whether this is a recommendation or a CercleS policy. There is nothing in the Statutes (2020) prohibiting AMs in countries where there are already FMs.
Tom says that we should have as a policy that FMs/NAs represent institutional members insofar as it is possible. If this is not possible, we have a moral responsibility towards the centres to allow them to join as Associate Members.

Voting to allow AMs from countries where there is a FM/NA:
In favour: Alessandra, Libor, Julia, Tom (4/6)
Against: Mia (1/6)
Abstain: Ruth (1/6)

c. Partnerships

We have received a number of requests for partnership or collaboration. Ruth asks what we want to achieve with the partnerships. Are these partnerships beneficial for us in terms of projects or politically? Are these partners supporting us and are we supporting them? What is the added value? Libor says that the partnership with the ECML is an example where we are not getting much out of it, but the visibility as a partner is important. He says that we should examine the partnership with the Council of Europe. Julia says we should draft a document with guidelines against which we can evaluate potential partnerships and requests for partnerships. Julia will create a shared document.

Draft agreement received from IALLT (*in this EC meeting* ***Documents*** *folder*)

d. Overview of CC agenda

Julia goes over the agenda of the CC meeting.
We will allocate time during the meeting for everyone to work on the White Papers. Julia will create a Padlet for each paper, with guiding questions to guide the discussion.

Update from Vice-President

a. LLHE editorial board proposals from Full Members

Carmen indicated there was a technical issue at De Gruyter influencing Issue 15.1, but seems to have affected only the physical issue and not the online version. LLHE Issue 15.1 will have 12 papers and 6 activity reports from the conference.

There are currently 21 peer reviewers, so we will ask the NAs to nominate more.

The date for the next LLHE webinar is decided: 17 Jun. Libor to ask Carmen to send Zaan the information for a flyer.

Julia and Libor will be on the Advisory board of LLHE, joining Carmen and one member of the Coordinating Committee (to be determined). Once the CercleS members of the Advisory board have been determined, we can approach people from outside CercleS to serve on the board.

b. LinkedIn content for upcoming posts?

We have started posting and have 120 followers. We need posts – all to please send any information for posts to Zaan.

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Update from Secretary General / assistant

a. Meetups

Leadership meetups
Host & Chair: Libor
Next meetup: 19 May, Topic – White Paper

Teachers' meetups
Host & Chair: Tom
Next meetup: 16 June, Topic – Interculturality and integrating cultural awareness into language classes

b. Upcoming webinars/workshops

14 May: webinar on scenario-based assessment – hosted by FG Assessment and Testing
Someone needs to please start the meeting at 16:50. Julia will start the meeting, and Mia will be on standby.

c. May newsletter

Content? – Zaan to create a shared document
Date to send? 28 May

d. June e-bulletin

Content? Zaan to create a shared document
Deadlines for contributions? EC meeting 10 June – to send out 20 June

Update from Treasurer

a. Payments received from Full members and Associate members (payment deadline 27 Jun)

Less than half of NAs have paid and a quarter of AMs

b. Invoices paid recently

c. BOOST payment issue and refund

The trainers need to send invoices for Boost (Zaan to ask them). The Oxford University refund has been done. El Mehdi still hasn't paid.

AOB

a. Update on RANACLES/CercleS Teacher Training Week 2025 (Marseille)

There are 22 registrations – there were some withdrawals this past week. Most participants are from France. an One CercleS staff member (Daniela Ceroni from Hochschule Geisenheim University) has asked if the university hosting the training is a partner of the EU Erasmus programme for teacher training, as her training will be financed through an Erasmus Plus Staff Mobility grant. Zaan will forward her email to Tom, and Tom will find out from the relevant person at Aix-Marseille University.

Next meeting:
10 June 14:00-16:00 in Marseille

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Action points:

→ **Mia** to send minutes to EC

→ **Zaan** to upload the agenda and minutes to the website

→ **Zaan** to draft a mail about the 2026 Conference host and send it to the EC for approval before sending it to the NA presidents.

→ **Julia** to inform the CC of the extraordinary General Meeting that will take place on 6, 7 or 8 October 2025.

→ **Zaan** to inform CLUB after the CC about the procedure and the GM.

→ **Julia** to create a shared document with guidelines against which we can evaluate potential partnerships.

→ **Julia** to create a Padlet for the CC meeting discussion for each White Paper, with guiding questions to guide the discussion.

→ **Libor** to ask Carmen to send Zaan the information for a flyer for the LLHE webinar on 17 June.

→ **All** to please send any information for LinkedIn posts to Zaan.

→ **Julia** to start the webinar on 14 May at 16:45, and **Mia** will be on standby

→ **Zaan** to create a shared document with ideas for content for the next newsletter (to be sent out on 28 May)

→ **All** to please add ideas for content for the next newsletter (deadline 23 May)

→ **Zaan** to create a shared document with ideas for content for the June e-bulletin (to be sent out on 20 June)

→ **All** to please add ideas for content and reports from the Presidency, General Secretariat, Treasury, and Vice President (deadline for contributions 10 Jun)

→ **Zaan** to follow up with the Boost trainers about sending invoices.

→ **Tom** to find out from the relevant person at Aix-Marseille University if they are a partner of the EU Erasmus programme for teacher training.

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