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
22 September 2025: 17:00-18:30 CET / 18:00 Finnish time, via Zoom

Minutes

- **Approval of EC minutes of 10 June 2025**
  The minutes are approved.

Update from President

a. Extraordinary General Meeting (31 Oct at 11:00 CET)

Johann Fischer (AKS) questioned whether CLUB is a sufficiently permanent organisation that has a website, logo, list of members, etc. Requirements for membership in the past did include some of these, but we will not hold potential members to it. (Tom notes that when CercleS was founded, no association had a website.) The concern is that people looking for information about CLUB will not find anything online. → CLUB is a work in progress, and an organisation that is currently evolving. Julia notes that a website is not necessary but could help their case. CercleS could offer to help them to establish things like Statutes, logos, list of members. **Julia** will reach out to Natassia Schutz about this.

b. Reedition of Boost - changes in costs and conditions

A meeting was held regarding Boost training with the organising/teaching team and the feeling was that it is very expensive. Julia suggests a reduced amount from 2025: a minimum of 15 participants (if less, the program is not offered), the teacher's fee reduced from 60 euro to 50 euro per hour, and 2500 euro to be covered by CercleS. Libor and Ruth both agree that the money made should go to CercleS. It is important to offer such teacher training courses. The Leadership training and Boost training will be offered. **Julia** will invite Maike and Sigi to share some tips regarding the way the training is offered. Libor notes that microcertification should be possible for CercleS via another university (e.g. Masaryk University or another interested university). The EC agrees that this can go ahead.

c. Nulte's alignment to the CEFR (speaking and reading)

The alignment of the writing and listening parts have been completed. In October, the team will meet regarding speaking and reading. Julia mentions that we should consider reaching out to minority languages and invites us to think about it for discussion at the next EC meeting. Julia also suggests that we discuss the possibility of publishing placement tests on the CercleS website at the next EC meeting. Julia asks if we could pay 600 euro to cover the expenses of two experts to attend, coming to 1200 euro. The EC agrees to this. Libor suggests hosting a webinar for CercleS members on the alignment to explain the project and process.

d. Project: Cercles to go! Fostering staff mobility for language teaching development and improvement (invited speaker - Alexander Grimm)

Alexander Grimm presents a proposal to the EC. It is based on 3 challenges or shortcomings:
1. Language Teachers are not always a priority for Erasmus mobility programmes. 2. LCs sometimes lack mobility agreements. 3. University leadership and faculties may underestimate importance of mobility for language teachers.
The possible ways in which CercleS can provide a solution:
1. CercleS could help institutions to establish formal agreements. 2. CercleS could act as a bridge to connect teachers and institutions across Europe. 3. CercleS could offer financial support through a scholarship system, for example.

Presidency
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"CercleS to go!" would be an umbrella to promote, support, enable mobility, and provide certification.

→ Ruth asks about certification and asks about linking it to staff training: Alex says staff would receive a certificate to acknowledge the mobility.
→ Alessandra asks about a system of badges (instead of certificates).
→ Libor asks if this would be a combination of Erasmus and CercleS, or a project within CercleS only. Alex says it could be both.
→ Tom says that Ranacles offers subsidies to staff for mobility who have not received funding elsewhere. We should also keep in mind that CercleS is a much smaller organisation that Erasmus. CercleS should rather help our teachers make use of the existing structures instead of creating new superstructures.
→ Ruth agrees that we should encourage staff to use Erasmus, and that we could perhaps support where Erasmus is not possible.
→ Mia says the idea of CercleS being a bridge is positive, but we have to make sure that there is enough interest (the "speed dating" event at the Durham Conference – for finding potential partners for exchange or collaboration – was not well-supported).
→ Tom says that perhaps Alex could do a proposal to members via a webinar, for example. **Alex** to present a formal proposal.

Update from Vice-President

a. Libor sent an email to NA presidents about contributing to the LinkedIn page and asking them to send information to be published.

Update from Secretary General / assistant

a. Meetups

Leadership meetups
Host & Chair: Libor
Next meetups: Monday 6 Oct 17:00 CEST, Monday 10 Nov, 17:00 CET
Topic: structure of the White Paper

Teachers' meetups
Host & Chair: Tom
Next meetups: Mon 13 Oct, 17:00 CET (Theme: New year, new challenges?), Mon 17 Nov, 17:00 CET, Tue 16 Dec 17:00 CET

b. Upcoming webinars/workshops

Webinar on the CEFR Handbook by Neus Figueras (November)
Webinar on NULTE alignment with the CEFR (December)
Webinar on Special Needs - Equality, diversity, and inclusivity – Katarzyna Matuszak
Stefanie Neuner-Anfindsen and Elisabeth Paliot offered to follow up.

c. Next newsletter

Good luck for the semester, dates of meetups, upcoming webinars, Training offered: Leadership and Boost, EGM date and voting procedure (one person per centre)

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Update from Treasurer

a. **Membership fee payments received from Full members and Associate members**
All the NAs have paid
Zaan to contact AMs that have not yet paid

b. **Invoices paid recently**
No significant invoices received or paid in the summer months

AOB

a. **Templates, letter heads, cercles.org site, information change concerning ÅAU: Language Centre → Language Department**
Mia is now teaching French courses and is not with the Language Centre. On the letterhead, Zaan should change the Language Centre to Language Department. The other details remain the same.

Next EC meeting: 27 Oct at 16:00 CET

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