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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**Executive Committee meeting no 4**
**29 January 2024 at 14:00 – 17:00 CET / 15:00 –18:00 Finnish time**
**Hybrid: Berlin, online**
**MINUTES**

## Update from the Presidency

*a. Changes on the web*

Discussion about the visibility of certification on the CercleS webpage. There was a question about whether certifications could be used to motivate students to learn languages. It was suggested that CercleS should display these certifications on its webpage to enhance visibility and encourage student engagement.
Discussion about reorganizing the content on the pages *Who we are* and *What we do*.
On the webpage *Who we are the* following order was suggested:
Members ->

1. National Associations / Full members
2. Institutional members (new webpage)
3. Associate members
4. Benefits for CercleS members

A creation of a new webpage with a list of all institutional members was discussed. The visibility would be beneficial for the institutional members, for instance when seeking partners for exchange or projects. The creation of such a list would be resource consuming, but once created, the National Associations would be responsible for updating the information once a year in connection with the annual membership payment process.

On the webpage *What we do*, the following changes were suggested:

1. Teaching
2. Assessment (new page)
3. Professional development (new page with sections: Boost Your Language Teaching Skills, Aspire to Inspire training, and Leadership Training Programme)
4. Events
5. LLHE
6. Focus Groups
7. Research

The changes are approved.

Zaan to contact our webmaster to request the changes and prepare a list of institutional members arranged under the NA they belong to.
Julia will put together the information available on exams and NULTE to unify it for the new section.



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*b. Content of questionnaire*

Discussion about the teachers' status, various types of contracts at the universities (part-time, freelance) and workload measurement (headcount, person-year). The CercleS survey could encourage universities to promote more fulltime contracts. The questionnaire will reflect the situation at the Language Centres at a specific moment, since the number of teachers varies during an academic year.
The questionnaire was approved.

Julia to finalize it, send it to Zaan. Zaan to send it to NA:s, NA:s to send it to Institutional members.

*c. Update on the start of the Boost your language teaching skills programme*

Participants from several countries. Two sessions have been held, 15 people attended. Discussion about the principles concerning withdrawal, refunding only for withdrawals that the participant has no control over for instance (medical or professional reasons).

*d. CercleS conference 2026*

The location of the CercleS 2026 Conference has been changed from Paris to a new location. The discussion covered various aspects of organizing the CercleS conference. A smaller conference is preferred for more efficient networking, and there is enough time to organize it. Several universities are interested in hosting, and a March deadline was set for National Associations (NA:s) to select candidates. The focus should be on networking, with a preference for round-table discussions over parallel sessions. The information provided about the conference to the NA:s needs to be specific, emphasizing quality over quantity. Not all presenters may be accepted, and those not presenting might not receive funding.

Mia to prepare an email to be sent to NAs asking for possible centres interested in hosting the conference, a deadline for March (5th).

*e. Policy briefs and white papers from focus groups*

Policy briefs and white papers are important when working together with European institutions.
Focus groups are asked to respond by end of March with a plan, and by end of June they are asked to send a detailed paper.
The FG are reminded to send a timetable as soon as possible and that they can reapply for funding.

Julia will prepare an email to FGs and forward it to Zaan to send to all FG leaders.

**Update from the Vice presidency**

*a. ECML- new letter of intent*

Renewal of the letter of intent.

Libor to send it to the EC members who will comment on it within a week.
Julia to sign.
Zaan to publish it on the CercleS website > Who we are > Members and Partnerships.



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*b. FG on Management and Leadership*

An email was sent to everyone announcing a resignation and stating that a new coordinator needed to be found. Libor responded, offering to step in if no one else applied. Last week, it was confirmed that no one had shown interest, so Libor will take over.
The same person can both open the meetup and host it.

Zaan to update the information on the webpage What we do > Focus Groups.
Libor to send dates to Mia for the leadership meetups during the spring term.
Mia to update the information on the fact sheet Webinars and Meetups 2025 on Google Drive.

*c. LinkedIn / short-video plans*

The plan involves creating 1-minute 30-second videos (maximum for Instagram) to give voice to National Associations and Language Centers. The initiative aims to engage and include everyone with minimal effort. By the end of March, a manual will be available for those interested in participating. Some videos may be recorded in Wulkow (taking place at the end of January). Videos can be recorded in different languages, with subtitles allowing for any language
Instructions and encouragement for participation will be provided, with specific themed weeks. Videos will be recorded by university services, initiated by members, and promoted by CercleS. Themes and topics will be offered by CercleS, and people will be contacted to participate. The videos will be hosted on the YouTube channel and linked to LinkedIn, with various possibilities for engagement.

Libor to write the instructions and manuals by the end of March.

**Update from the General Secretariat**

*a. Meetups (teachers, leadership), webinars/talks, Spring and Summer 2025*

CercleS will continue to offer meetups and webinars.

Dates for the teachers' meetups: 10 March, 28 April, 16 June, kl. 17-18 CET.

Julia to contact participants of a Webinar held in Valencia.
Mia to contact Carmen concerning a possible LLHE webinar.
Mia to check with Zaan the date for the next Newsletter.

*b. Partnership request, possible associate membership*

International Association for Language Learning Technology (IALLT)
Discussion on whether CercleS should actively seek associate members, focusing on Europe or globally. It was suggested that CercleS according to the Statutes, should promote the creation of Language Centers in Europe and support international research and interdisciplinary cooperation outside Europe. Potential opportunities and risks were noted and it was decided to start working towards encouraging other countries to create associations of language centres.
In the specific case of IALLT, their proposal for a meeting was accepted.



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Zaan to set up a meeting for discussing with the representant of IALLT.
Julia, Libor and Mia to attend.

**Update from the Treasury**

9 payments made for the training *Boost your language teaching skills programme.* A letter will be sent to all unpaid attendants to remind them of payment.

**AOB**

*Aligning examinations to the CEFR - NULTE examinations - meeting in Valencia 11-13 February*

A report on the alignment project will be published in the research section of the website. Discussion on challenges and issues concerning the alignment of examinations to the CEFR and to get external expertise from outside to validate certain activities.



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