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

University of Zurich UZH
Language Center of UZH
and ETH Zurich
Rämistrasse 71
CH-8006 Zürich
tel. +41 44 634 52 80
e-mail: sabina.schaffner@sprachen.uzh.ch
website: http://www.cercles.org

CercleS Executive Committee 2020 Meeting No 30
25 March 2022: 16:00-17:30
Teams

Agenda

- **Approval of EC minutes No 29 / Update on action points (See minutes no 29)**

- **Update from President**

  a. Outlook on CercleS 2022 Conference – with conference organisers

  ⇒ ***Call to FG managers regarding prep of FG meeting***: Feedback received?

  ⇒ ***Multilingual roundtable on future challenges of CercleS*** (approx. 60 min in all)
  → *Round table at CercleS Conference_20220317*

  Speakers:
  - Main moderator: Ruth Tobias (FU Berlin, AKS)
  - 5 Interviewees:
    María del Carmen Arau Ribeiro (ReCLeS); Tom Grainger (Ranacles); Juana Sanmartín Vélez (ACLES), Chaya Fischer (Assoc member); Nina Pilke (FINELC).
  - 7 first respondents for the fishbowl: *tbd after registration completed. Look for other associations: AKS, AULC, AICLU, CASALC, NUT, SERMO, SSH*
  - 2 feedback givers: David Little (honorary member, former CercleS president); Sabina Schaffner (current CercleS president

  Other people involved – to be discussed with conference organisers
  - **- Translators** from and into French, Spanish, Portuguese, German, Italian, Dutch?, Polish?, Czech? (interviews; fishbowl, experts)

  a) simultaneous or
  b)with the help of a tool like padlet

  - A **moderator** to pass on the main questions and comments by colleagues participating online (Padlet/Mentimeter)

  Questions to speakers
  - Three main challenges for CercleS facing the future – this may be difficult to evaluate from the outside
  - What added value could CercleS offer for teachers?
  - What added value could CercleS offer for managers?
  - What added value could CercleS offer in the field of internationalisation?
  - What added value could CercleS offer for researchers?
  - What would CercleS be in a perfect world?

  ⇒ ***Update by conference organisers***
  - Abstracts received
  - First ideas on organization of online strand
  - Any other issue

University of Zurich UZH
Language Center of UZH
and ETH Zurich
Rämistrasse 71
CH-8006 Zürich
tel. +41 44 634 52 80
e-mail: sabina.schaffner@sprachen.uzh.ch
website: http://www.cercles.org

b. **Draft of Agenda of CC meeting of 20 May** (on Teams)
- Discussion and editing
- Preparation
- Documents: agenda, E-Bulleting No 7, Minutes of last CC meeting, Balance 2021, Update of Budget 2022
- Schedule: a) mailing of agenda and attachments. b) preparation of slides

c. Update Working Group CercleS research on impact of the Corona pandemic on language teaching and learning – latest developments after survey presentations and workshops (see minutes No 29)

***Final documents*:** a) Policy Paper for stakeholder of University management
b) Guide for LC managers
The Editorial group (Ruth Tobias, Isabella Stefanutti, Mark Critchley, Coordination: Sabina) met for the final editorial meeting on 21 March 22.
The final draft of the Policy Papers will be presented to the CercleS Coordinating Committee on 22 May and the final versions of the Policy Papers will be presented at the CercleS conference in Porto:

- It was agreed that the Policy Papers and their implications will be presented at the Management and Leadership Focus Group at the Cercles conference in Porto by Sabina and Mark.
- At the same conference, a workshop on the applications of the Policy Papers will be presented by Ruth and Isabella.

d. Outlook on planning of activities and webinars 2022
→*Updates*

- Feedback on leadership meetup of 16 March
- Update Working group to look at intercultural education and virtual exchange (Mark Critchley is going to explore together with Ruth Tobias and Chaya Fisher) (Sabina)
  → An online noticeboard or some other form of forum should be created in which institutional members could express their interest in collaboration on certain topics.
- Update Working group focused on planning a CercleS Peer Training Programme (Chaired by Mark Critchley). (Sabina)
  - Short-term planning on existing virtual exchange (Example)
  - Mid-term planning. Survey. To define the needs among the members. It should be finished by 21st of April.
  - Long-term planning: Continuing professional development offered by CercleS.
  - International dimension/aspects to be taken into account (intercultural aspects); + credits to be given. Perhaps contribution at the Porto conference.
- Workshop on CEFR Companion Volume Toolbox. Details about participants in last minutes. Feedback by Johann (Anne)

→*overview on planned talks and responsibilities*: please check and edit / make suggestions
Among others:
- LLHE Webinar: 6 April
- DIAL4U project (Digital Pedagogy to develop Autonomy, mediate and certify Lifewide and Lifelong Language Learning for (European) Universities
- Leadership meetup pr webinar on Ukraine and LCs in Higher Education: 26 April

→ *Webinar policy*
- first slide and title, post on You Tube Channel – public – or in restricted area, approval of people involves publishing photos. *Example – VIT Box webinar.*
Please remember: On the announcement of all future webinars, we will state that the webinar will be

University of Zurich UZH
Language Center of UZH
and ETH Zurich
Rämistrasse 71
CH-8006 Zürich
tel. +41 44 634 52 80
e-mail: sabina.schaffner@sprachen.uzh.ch
website: http://www.cercles.org

recorded. Participation in the webinar is therefore seen as consent.
For presenters that do not want their videos on the YouTube channel, we can post an unlisted video on the YouTube channel and share the link with members only.
Permission from attendees about posting the VITbox video on YouTube. No reply received?

→ *CercleS Zoom account to be purchased?* Possibility to create several co-hosts

e. Aspire to Inspire October 2022 – February 2023

Trainers: Robert Koch, Elizabeth Paliot, Sabina Schaffner, Libor Štěpánek
Publication of Programme on Aspire subpage on CercleS website: https://cercles.org/aspire-to-inspire/
Deadline: 20 May 2022, early bird fee: 980€, late bird fee: 1200€
The General Secretariat sent out the call for the new training and to the CC members and the colleagues from the Wulkow network. Note on CercleS as the only organizer added to website
So far no registrations, extra promotion needed; any ideas?

- **Update from Vice President**
  a. Special issue: update
  b. Webinar update: – Kasia from DG has agreed to participate. Authors to be invited: Mark Critchley (UK), Giovanna Tassinari (Ger), Ephraim Viernes Domingo (Philippines), Stergiani Kostopoulou (Ire)
  c. AOB on current publications

- **Update from Secretary General / assistant**
  a. New website: XX institutional accounts and XX sub-accounts created (overview) , accounts for honorary members - David and Isabella have registered for the website, Raija?
  b. Membership management
  c. Anniversary website. Content, looks. → (https://cercles.org/30th-anniversary/)
  Any pictures sent by members?

- **Update from Treasurer**
  a. Update on missing payments 2021 andfon payments of 2022
  b. Other business

- **AOB**
  - File on Teams: collection of issues for EC meeting → Please add suggestions on the file on Teams
  - Future EC meetings

- **Planned action**
  → Anne/Zaan to send minutes to EC
  → Sabina to send agenda and minutes to Zaan for upload