Confédération Européenne des Centres de Langues dans l'Enseignement Supérieur
European Confederation of Language Centres in Higher Education
Europäischer Verband der Hochschulsprachenzentren

Le Président
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Der Präsident

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CercleS Executive Committee 2020 Meeting No 28
28 January 2022: 16:00-17:30
Teams

Agenda

- **Approval of EC minutes No 27 / Update on action points (See minutes no 27)**

- **Update from President**

a. 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 27)

Policy Paper: based on first non-edited draft into account the outcomes of both workshops on the pedagogic implications for future language teaching in Higher Education, held on 15 October 2021 with 19 teachers and on 19 November 2021 with 20 managers representing institutional and associate members of different countries countries.

***Final documents*:** a) Policy Paper for stakeholder of University management
b) Guide for LC managers
Kickoff meeting of editorial group: Ruth Tobias, Isabella Stefanutti, Mark Critchley, Coordination: Sabina
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.

b. Outlook on planning of CercleS Anniversary activities
- Video sent in by members? No videos and no reactions to reminder email received.
- Honorary members: Raija Elsinen, David Little, and Isabella Stefanutti all accepted their nomination and ask will attend in person the Porto Conference). → Nomination to be announced, official "celebration" at CercleS Conference – before dinner.
- Anniversary page has been created in new website: link to previous presidents, past bulletins, information about slogan and logo. → (https://cercles.org/30th-anniversary/)
- slogan template (email signature and anniversary logo) to be used by EC members and sent to all members. PowerPoint template also available → see folder on Teams

c. Outlook on CercleS 2022 Conference
- Meeting with Manuel of 14 January 2022: → minutes attached

→ *New deadline for submission of proposals on CercleS website: 13th March 2022*

- Call to FG managers regarding prep of FG meeting
- Multilingual roundtable on future challenges of CercleS (approx. 40 mns in all).
  - After the lunch break on the 15th.
  - Speakers to invite: 3 or 4 participants coming from different backgrounds and speaking different languages, not more, interviews (15 mns in all)? (Fishbowl method) 2 circles of discussion (open stage with no formal table) a moderator: the one who chairs the talk, has to be able to understand several languages

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who interviews 3 or 4 people (in different languages?), then part of the audience (the second row, told before) would join to react and add elements.
- And members of the audience could also ask questions
- Involve former Presidents? Honorary members? Who could give their point of view…
- only people present in the room Porto able to ask questions. But the roundtable will be streamed.
- → *Modalities-choice of moderator, interviewees and fishbowl participants to be decided*

d. Outlook on planning of activities and webinars 2022
- continue with online meetings for managers
- Annick Rivens about DIAL4U project (Digital Pedagogy to develop Autonomy, mediate and certify Lifewide and Lifelong Language Learning for (European) Universities
  → *Date in March to be decided (as per mail from AR on 20 Jan)*
- workshop on CEFR Companion Volume Toolbox.
  - Salwa Mohamed - Manchester Metropolitan University (AULC)
  - Laura Lewis - Durham University (AULC)
  - Annalisa Zanola - University of Brescia (AICLU)
- working group focused on planning a CercleS Peer Training Programme (Chaired by Mark Critchley). The first meeting was on Friday 21 January 2022, and WG will meet 3-4 times in total over a 3-month period. Jessica Mackay - Universitat de Barcelona (ACLES)
  - Sigrid Behrent, Universität Paderborn (AKS)
  - Mark Critchley, Durham University (AULC)
  - Chaya Fischer, Hebrew University of Jerusalem (Assoc Member)
  - Brendan Keenan, ENTPE/AGERA, Lyon (RANACLES)
  - Jessica Mackay, Universitat de Barcelona (ACLES)
  - Elisabeth Paliot, HEIG-VD, Lausanne (SSH-CHES)
  - Liliana Szczuka-Dorna, Politechnika Poznańska (SERMO)

  → *Mark to be invited to inform the Executive about outcomes – report, day to be defined*
- LLHE Webinar on 25 March. *@ Carmen* present
- overview on planned talks and responsibilities

→ Webinar policy to be defined – first slide and title, post on You Tube Channel – public – or in restricted area, approval of people involves publishing photos. *Example – VIT Box webinar*

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 - by 20 February:
→ Libor to prepare the website content and the leaflet
→ Sabina and Zaan to adapt the registration form the registration
Deadline: 20 May 2022, early bird fee: 980€, late bird fee: 200€
→ The General Secretariat to send out the call for the new training, which will also be sent to the CC members and the colleagues from the Wulkow network

Schedule: 7 October 2022 – 10 February 2023

07.10.2022	**Kickoff Meeting (1-1.5 hours)**
14.10.2022	**Management I: The Language Centre and You**
21.10.2022	Leadership: Leadership Competence
28.10.2022	**Management II: Liaison Management**

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04.11.2022	Leadership: Communication
11.11.2022	**Management III: Developing Innovative Products and Services**
18.11.2022	Leadership: Leading Individuals
25.11.2022	**Management IV: Strategic Planning**
02.12.2022	**Berlin. Management: Building the Ideal Language Centre**
03.12.2022	Berlin. Leadership: Leading Teams
20.01.2023	Leadership: Conflict Management
27.01.2023	**Management V: Change Management**
03.02.2023	Leadership: Conflict Management / Negotiation
10.02.2023	**Final Meeting**

f. Research
- Internationalisation: *Ask Cristina*
- Machine learning in HE: Who could do that? New Focus Group?

- **Update from Vice President**
  a. Special issue: update
  b. Webinar of 25 March
  c. AOB on current publications

- **Update from Secretary General / assistant**
  a. New website: number of accounts and sub-accounts created, accounts for honorary members - David and Isabella have registered for the website, but not yet Raija.
  b. Deadline for website registration
  c. Anniversary website. Content, looks
  d. Focus Group contents public and member areas (cf. J. Fischer's email dated 13 Jan.)
  e. NULTE webpage (J. Fischer asks if it is possible to place some info in the public area)
  f. Separate page in members area for recordings
  g. Anniversary slogan to be communicated to members
  h. Collection of ideas within the EC: Promotion of forum: ideas, Instagram quizzes, other ideas

- **Update from Treasurer**
  a. Payment 2021 fees
  b. Payment De Gruyter subscriptions
  c. Other business

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

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- Request from Jefatura de Estudios - Escuela Oficial de Idiomas de Córdoba (www.eoicordoba.com) ==> should they be accepted as 'Associate members' if they apply? (not a Tertiary Education institution, but an 'Official Language School')

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