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 31
29 April 2022: 16:00-17:30
Teams

Agenda

- **Approval of EC minutes No 30 / Update on action points (See minutes no 30)**

- **Update from President**

  a. **CercleS 2022 Conference:**
  ⇒ report No 2 (→ on Teams)
  ⇒ Budget issues: 1. EC members costs covered by ReCLes (meals, conference dinner, post-conference trip), and CercleS (accommodation costs of all EC members and Zaan), travel expenses (and registration? question from Anne) to be covered by EC members' LC 2. Scholarship for Ukrainian colleagues? (Question from Zaan: Would it be a lump sum to include travel and accommodation? Could registration fees be waived?) Promotion of scholarships via ReCLes website?
  ⇒7 first respondents for the fishbowl: *tbd after registration completed. Suggestion of names? AKS, AULC, AICLU, CASALC, NUT, SERMO,* SSH-CHES-CSUS (Note from Zaan: please note official name change)

  b. **Draft of Agenda of CC meeting of 20 May** (on Teams)
  - Updated agenda
  - Documents: agenda, e-Bulletin No 7; Minutes of last CC meeting; CercleS Policy Paper; CercleS Guide to LLHE; Balance 2021; Update of Budget 2022; motion by CASALC SK
  - Schedule: a) Deadline of uploading finalised documents: 5 May b) mailing of agenda and attachments: 6 May 2022; b) preparation of slides @Zaan suggests 17 May deadline for EC
  - *Meeting of EC for briefing tbd*

  c. **Application for support by CASALK SLK regarding a Slovak course for Ukrainian students** (→ on Teams)
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  d. **Update Working Group CercleS research on impact of the COVID-19 pandemic on language teaching and learning**

  ***Final documents*:** a) Policy Paper for stakeholder of university management (→ on Teams)
  b) Guide for LC managers (→ on Teams)

  e. **Outlook on planning of activities and webinars 2022**

  - Feedback on leadership meetup of 26 April on Ukraine and LCs in Higher Education - initiatives to help Ukrainian refugees
  - Workshop on CEFR Companion Volume Toolbox. Details about participants in minutes of EC meeting No 29. @Anne: Notes from the second meeting sent by Johann? ==> Not yet... (Anne)

  - *Overview on planned talks and responsibilities*:
    @all: please check and edit and align with calendar on Teams / make suggestions:

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- LLHE Webinar: Wednesday 4 May 16:00 to 17:30
- DIAL4U project (Digital Pedagogy to develop Autonomy, mediate and certify Lifewide and Lifelong Language Learning for (European) Universities – 1 June: @Zaan wrote to Annick on Wed 27 Apr to confirm the date and suggested 16:00-17:30 and is waiting for a response.

→ *Webinar policy*
- first slide and title, post on YouTube 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 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 purchased for €200 a year for a meeting license. (→ Zoom account .docx on Teams)
@Tom: Inform about possibility to create several co-hosts after / need for changing license after contact with Zoom

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 organiser added to website
So far no registrations, extra promotion needed; any ideas?

Update from Vice President

@Carmen: please check, add and edit:

a. **Webinar update:** Date: Wednesday 4 May at 16:00-17:30. Kasia from DG has agreed to participate. Authors: Mark Critchley (UK), Anne Chateau (Fr) and Giovanna Tassinari (Ger), Ephraim Viernes Domingo (Philippines), Stergiani Kostopoulou and Fergus O'Dwyer (Ire).
b. Special issue: the authors received 8 papers and 5 will probably be accepted. So 12.2 will have a section dedicated to *Sustainability literacy in language learning and teaching* and then other regular papers.
c. AOB on current publications.

Update from Secretary General / assistant

@Anne, Mia and Zaan: and please check, add and edit:

a. New website: 683 subscribers in total to the website (approximately 65% of the institutional managers). Accounts for honorary members – David, Isabella and Raija have all registered for the website.
b. Membership management: see Calendar 2022, April: The status of members (NAs and associate)
c. Call for spring e-bulletin (planned for March 😉); deadline for contributions by members and EC members: Zaan suggests: publish on Monday 6 June. Deadline for contributions on Friday 27 May . b. Zaan asks: Do we want a particular focus at all? Is there something specific we can report regarding the support to Ukrainian refugees/students? (Perhaps after the CC meeting there may be something more concrete to report.) Maybe a little article about the Leadership meetups would be nice. They are only for LC managers so the rest of the

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members will not know what the sessions are about. Are we sending out a call for contributions (which we could do on Monday 2 May), or just general feedback from the EC?

d. Anniversary website. Content, looks. → (https://cercles.org/30th-anniversary/)
No pictures sent by members yet.

e. Focus groups sessions during Porto Conference: (reminder email sent to all 04 April 2022) Only 2 FG said they would be present and sent an abstract… : Leadership & Management and Autonomy (abstracts in POrto Conference file on Teams); D. Tual & B. Guilbaud for FG LSP said they could not come

Update from Treasurer

@Marta and Tom: please check, add and edit:

a. Update on missing payments 2021: NUT payment still not received? Zaan followed up with Katja on 27 Feb and received reply from her on 28 Feb that it would be dealt with. New debit notes (for 2022) sent on 8 April with deadline of 27 May.
b. 2022 accounts: NAs were asked to confirm number of members – invoices will be sent based on this.
c. Other business

f. **AOB**

- Meeting with colleagues from the Ukarainian school fo languages, Catholic University of Lviv: Tuesday, 3 May, 17:00-18:00 (Zaan is teaching from 16:00-18:00 and will not be able to attend)
- File on Teams: collection of issues for EC meeting → Please add suggestions on the file on Teams
- Future EC meetings

g. Planned action

→ Anne to send minutes to EC
→ Sabina to send agenda and minutes to Zaan for upload