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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CercleS Executive Committee 2020 Meeting No 32
23 May 2022: 16:00-17:30
Teams

Agenda

- **Approval of EC minutes No 31/ Update on action points (See minutes no 31)**

- **Update from President**
  a. **CercleS 2022 Conference:**
  → 7 first respondents for the fishbowl: *Please suggest names on Team → 2022 → Porto Conference → Fishbowl participants*

  → Follow-up on input by conference organisers at CC meeting of 20 May
  → Report no 3 *(on Teams)*
  → FG meeting: number? Idea for setup? Sabina and Anne to meet with Ana for planning

  → Budget issues: 1.EC member: (see s email of 21 May: costs covered by ReCLes (meals, conference dinner, post-conference trip): how to proceed for registration 2. Promotion of scholarships via ReCLes website: specially also promoted for Ukrainian colleagues registered as honorary members for 2022
  → decide when we will arrive in Porto and will have the EC meeting; The CC meeting will start at 14:00, we need to meet earlier.
  → arrange who will book the **hotel AXIS Porto** and mention the Promo Code for all of us.

  b. **Follow-up CC meeting of 20 May** (on Teams)
  - Updated agenda
  - Draft minutes (?)

  c. **New application for support by CASALK SLK regarding a Slovak course for Ukrainian students** (on Teams)

  d. **Follow-up meetings with**
  Ukrainian colleagues A (University 1) and B (University 2)
  Ukrainian colleagues C, D and E (University 3)
  Minutes on Teams

  e. **Activities and webinars 2022**
  Feedback
  → LLHE Webinar: Wednesday 4 May 16:00 to 17:30

  Outlook on upcoming webinars
  → use first slide with information about policy
  (→ create Zoom link)
  → adapt setting for recording: desktop
  →define Hosts and chairs for June meetings:
  a) Leadership meetup of 26 May, 17:00-18:00. Suggestion: open topic
  b) CercleS online talks DIAL4U: 4 June, 16:00-17:30
  - DIAL4U project (Digital Pedagogy to develop Autonomy, mediate and certify Lifewide and Lifelong Language Learning for (European) Universities – 1 June
  - Ukrainian language and culture: University 3 – 28 June, colleague E: abstract problematic, dat : rather 6 or 7 July?

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→ *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

e. Aspire to Inspire October 2022 – February 202
So far one registration, decision about running by mid-June

Update from Vice President
a. **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.
b. **AOB**: 12.1 is being completed (15 papers, 1 activity report) volume divided in 3 subsections.

Update from Secretary General / assistant
@Anne, Mia and Zaan: and please check, add and edit:

a. Call for spring e-bulletin
Deadline for contributions on Friday 27 May. Focus. Ukraine
Include articles from colleagues from the Ukrainian School at Catholic Univerisity of Lviv and colleagues who attended the Leadership meetup dedicated to the LC support for Ukrainian students and staff Ukrainian colleagues: Libor Stepanek (Brno), Anje Dijk (Groeningen NL, Christine Engels (Antwerp), Beate Löhe (Stuttgart), Juana Sanmartin (Murcia Esp), Isabella Stefanini
→ *Any responses received? If not, Sabina to write summary*

b. Membership management
Update list on Teams and numbers on website. Check on list of task timeline for updates and reporting to Marta and whole EC

c. Focus groups sessions during Porto Conference: (reminder emails sent to all 04 April and by the end of April 2022) Only 3 FGs said they would be present and sent an abstract: Leadership & Management, Language Testing and Assessment, and Autonomy (abstracts in Porto Conference file on Teams)
→ *Decide with Manuel and the Organising Team about FG meeting in Porto: see alosominutes CC meeting*

c. Next newsletter to be sent on Wednesday, 25 May: see email by Zaan

Update from Treasurer
a. NUT payment sorted out; payments for 2021 and 2022 received
b. 2022 accounts: NAs were asked to confirm number of members – invoices based on this.
c. Other business

f. **AOB**
- 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