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

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CercleS Executive Committee 2020 Meeting No 37
8 November 2022: 16:15-17:45
Teams

Agenda

- **Approval of EC minutes No 36/ Update on action points (See minutes no 36)**
  - **Planning of EC activities October (September) - December 2022**

Month	Tasks / Activities					
	President	**Vice-President**	**Secretary General Deputy SG**	**Assistant**	**Treasurer**	**Deputy Treasurer**
September	Prepare agenda EC meetings	Call for Papers for 2021/2022 LLHE Special Issue (12.2) ends.	Call for autumn e-bulletin / newsletter Special emails concerning new website accounts	Minutes of EC meeting Minutes of CC meeting *Ongoing:* General Secretariat mailbox Creating new items for web Updating membership list		
October	Prepare agenda EC meetings	LLHE 12.2 should be published: Meeting Editorial Board	The status of members (NAs and associate) The status of focus groups (template sent out)	Minutes of EC meeting *Ongoing:* General Secretariat mailbox Creating new items for web Updating membership list	Check the bank statements, and update the budget accordingly Claim the membership fees that have not been paid	
November	Prepare agenda EC meetings Ask KG of De Gruyter for LHHE annual report Prepare edotorial (in e-bulletin)			Minutes of EC meeting Compile e-bulletin and edit all contributions *Ongoing:* General Secretariat mailbox Creating new items for web Updating membership list	Prepare the budget for the next year	
December	Prepare Christmas message		Autumn e-bulletin out	Minutes of EC meeting *Ongoing:* General Secretariat mailbox Creating new items for web Updating membership list	Check the bank statements, and update the budget accordingly	

- **Update from President**
  - **a. CercleS Conference**

- Discussion and feedback of a) the report, b) the budget; c) discussion of evaluation outcomes with Conference organisers

- Follow-up on outcomes of Round Table (further discussion, actions...)

⇒ See slide on Teams Quo Vadis CercleS? - First insights from the Porto Conference Round Table_202210

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David Little's focus at the Round Table on *research* within CercleS is important.
Aligning our activities with European Commission would be good. Perhaps we can ask David Little to help in this regard. Sabina will contact him regarding the cooperation with the European Commission.

Collaboration with ECML should be fostered.
Libor to take part in the next ECML meetings on site in Graz:
ECML Colloquium: Tuesday 13th (afternoon only) + Wednesday 14th
ECML-PNF meeting: Thursday 15th
CercleS will cover his traveling costs by train and the hotel costs. Libor will write a report about the outcomes of the meetings with regard to their impact on CercleS. This report should be made available on the CercleS website and referred to in the first newsletter of the new year.

***Adding Teaching to the website** to reach out to teachers more. Ideas of sharing best practices. tbd*
Ideas: Platform where teachers can share videos of their best practices. Having a master class seminar offered to them – CercleS can pay such a speaker. We can try to create a subsection in the forum focused on Problems that Language Teachers have.
Mia edit 7.11: create **kind of a Matchmaker's Corner** on the cercles.org site for teachers to find colleagues/LCs for (Erasmus) exchange, project ideas, perhaps create "language circles" in the languages they teach (?)

Create something also f**or the administrative staff at the LCs on the site**?

Like we have a Leadership Meetup, we could create a **Teachers' Meetup.** *This idea will be followed up and will start in January 2023.* We will advertise it in e-bulletin and via newsletter. *Who to take charge?*
Zaan to upload the Round Table discussion video to CercleS YouTube channel and create news post linking to it. ✓
We will dedicate the **next e-bulletin to the Round Table discussion** outcomes. *to be planned*
We can also ask participants in the Round Table if they would be willing to contribute to the e-bulletin.
Mia edit 7.11: cask Nina Pilke; ask Catherin Xiang and Maike Engelhardt

Elements:
I. ROUND TABLE: By, bye anniversary, welcome bright future
- Link to recording
- Graph
- Actions planned
- Contributions by colleagues (see above)

II. CercleS Conference: Looking back
- Article based on report, with link to conference site and photos

- There will also be a call to members to participate in some actions and follow up ideas. *The call Laurent and Mark had promised to draft at the Conference is still pending. ⇒The EC should write one and send it with the next newsletter.*
- We can also ask participants in the Round Table if they would be willing to contribute to the e-bulletin.

b. Feedback of Leadership meetup of 18 October / Outlook on Leadership meetup of 15 November

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c. Outlook in upcoming webinars 2022 / 2023

- *Meeting with Ukrainian LCs on our list in order to discuss further support*

  The meeting with Ukrainian colleagues will take place **Thursday 1 Dec, 17:30-18:30 CET** and will be chaired by Libor and Sabina. → *Enrollments so far?*

  National presidents will be invited at a later stage.

  The following invitation was sent out by the general Secretariat:

  Dear colleagues

  CercleS has reached out to Ukrainian institutions earlier this year and had meetings with several representatives of different language centres and academic services linked to language instruction or academic communications at various Ukrainian universities. Due to extraordinary individual honorary memberships and scholarships for the CercleS Conference in Porto of September 2022, we could meet and exchange with several colleagues.

  At this stage, we would like to move on and find out more about your needs in the current situation and near future while being fully aware that it is very difficult or even not possible to make long term plannings:
  Libor Štěpánek, Director of the Masaryk University Language Centre, and Sabina Schaffner, CercleS President, would like to invite you to a meeting to discuss the following issues:
  - *Current situation of collaborations within and between Ukrainian language centres*
  - *Needs for international support for Ukrainian language centres*
  - *Possibilities of institutional cooperation with CercleS, forms of memberships*

  Please confirm if you are going to attend.
  If you are not able to attend or would like to send another colleague to represent your institution, please let us know.

  Please inform us also about other institutions and contact persons not listed on our contact list yet so that we can reach out to them be it for this meeting or later contacts.

  Looking forward to meeting you soon.
  All the best,

  Libor Štěpánek and Sabina Schaffner

- *Webinar on Policy Paper to be planned in 2023: Specific title and date to be found*

  The idea was discussed at the meeting of 11 October with the Policy Paper working group. It was suggested to organize a webinar and teach how to *identify the important stakeholder* and *the strategic drivers of senior management,* and how to use the 'same language' as senior management to promote the importance of the language centre's work. In the webinar, the following formats should be followed up:
  A) case studies of successful cooperation with senior management: ask Olaf Bärenfänger form the LC of the university of Leipzig (Arkus project) and NN from a different context. *Any further suggestions?*
  B) Interview with senior management
  Ruth: FU Berlin; Sabina: University of Zurich; *Any further suggestions?*

- *Leadership meetup run by Leadership & Management Focus Group?*

  See point a above. Mark and Tom were approached by Sabina. Response from Mark still pending.
  Tom's suggestions, approach?

- *Leadership skills trainings:* The first two workshop (Essentials../ Communication) did have only one enrollment. Libor and Sabina have the feeling that we need also a different approach – and decided the following:
- ⇒ We will keep promoting the one still open under news on our website:

CercleS leadership training modules

Conflict Management and Workshop on 02.12.2022 – sign up now!

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Read More

⇒ We will promote them in the next newsletter.
⇒ We will inform the national associations and all members that we offer these modules of needed as pre-conference workshop in case of conferences / trainings targeted at managers (also)

Adriano, the only colleague interested and enrolled was invited to get a coaching in leadership matters.

Hs response is still pending.

- *Check and adapt list on Teams, → define hosts and chairs*
  Recurring meeting links – there is one link for Leadership meetups and a different one for webinars.
  The LLHE webinar will be on 8 Dec 16:00-18:00 CET. Anne will host.
  - Check and adapt list on Teams, → define Hosts and chairs ==> all at EC meeting

c. Coordination Committee Meeting of 14 September 2022

Follow-up:

- Call for project by Laurent and Mark
They said that they will give Sabina feedback – *none received yet.*
⇒ *Let us write the call ourselves. Volunteers urgently needed among the EC? Could be added to newsletter.*

- Contact with Mark about follow-up of two initiatives: still pending

- **Update from Vice President**

a. Update on Vol 12.2

The Regular Section of the Manuscript (7 papers) was sent to De Gruyter on 2 September. The Special Section (7 papers) was sent on 2 October. We have not yet received the final compiled Manuscript that needs the Editors' imprimatur. I believe we will receive it soon and hopefully the Issue will be online by the end of November. If we still do not receive it, I will inquire urge Alex Goerlt to do it.

b. Update on planned changes in the editorial board: The guidelines will be revised based on weaknesses observed – e.g. some reviewers included their names in the reviews.

We invited the Scientific Board members for a meeting on 18 November (15.00, on Zoom). Three of them (Cappellini, Christiansen, Perez Guillot) can participate; Three of them (Neuner-Anfindesen, Chabert, de Medeiros) cannot and asked for a Doodle and so for a new date. We will send a doddle. Objectives of the meeting: Getting together, getting to know each other better, sharing the new guidelines where more precise tasks will be given. We will then ask them if they still want to be on the SB, on the basis of the new guidelines. As we know the SB is made up by ½ people who represent the national associations. I noticed that ReCLES is not represented. I want to ask Manuel if he wants to suggest someone who wants to be part of it and can be a rigorous reviewer.

c. Update on new editing tools and introduction by De Gruyter

We asked (30 October) Kasia to give us some information about the possibility of having technical support in managing the articles that we receive. She answered that she will get back to us soon about it.

d. Update on Authors to be invited to the December LLHE webinar

The authors who will participate are: Riccardo Amorati, Elisabetta Ferrari (from Australia; they will connect at 2 am. So they will be the first); Zabala Delgado and Laurent Rouveyrol; Odette Gabauden and Pilar Molina. Topics: *Podcasting as project-based learning; Assessing verbal interaction: towards European harmonization;*

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Sustainable development literacy in Language Learning and Teaching; English for university admin staff.

e. Payment of assistant to the editorial board

I asked J. Jimenez to get in touch with Marta directly, in order to solve the problem.

- **Update from Secretary General / assistant**

a. Email sent to the AMs who were excluded at the General Meeting in Sep. *Any reactions?*

b. Second newsletter to be sent out after this EC meeting. *Input?*

c. Zaan to send regular updates regarding enrollments for Leadership training. The first two trainings had to be cancelled

d. Focus: Round Table. Include feedback on CercleS Conference? and timeline for next e-bulletin: date of publication 17 Dec. Texts due on 10 Dec. *To be defined:*
Who will write what?
Also ask the colleagues from the round table to participate to the e-bulletin: *Who will ask whom?*
Mia edit 7.11: I could ask Nina Pilke (?)

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- **Update from Treasurer**

a. Payments to the Conference Organisers: The meeting with Manuel took place last Friday; Zaan also took part in it. In order to make things easy for the organisers, we agreed that the contribution of 5000 EUR was to partially finance the catering for lunches. *Please add this information on invoice with regard to review.*
Manuel has already issued the invoice for this contribution and has attached the invoice from the catering company. Another invoice of 140 EUR has been issued corresponding to the cultural programme of the two CercleS honorary members.

- **AOB**
- *Upcoming EC meetings*
Tues 29. 11 at 16:15-17:45 CET
Thurs 15. 12 at 16:15-17:45 CET

- **Planned action**

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