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 38
29 November 2022: 16:15-17:45
Teams

Agenda

- **Approval of EC minutes No 37/ Update on action points (See minutes no 37)**

- **Planning of EC activities October (September) - December 2022**

Month	Date	Tasks / Activities					
		President	Vice-President	Secretary General Deputy SG	Assistant	Treasurer	Deputy Treasurer
October		Prepare agenda EC meetings	3rd October Send Special section (7 articles) to DG for typesetting 12.2. Prepare LLHE Webinar n° 3 Remind Kasia about technical support for LLHE. Remind Kasia about request from DG to have recognition to become a Class A Journal. This will encourage more people to publish their research on the Journal and will give a more important scientific status to LLHE.	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 Kasia Grzegorzek of De Gruyter for LHHE for annual report Prepare editorial (in e-bulletin)	Still expecting final Manuscript from the publisher for final typesetting and Imprimatur. The Issue should be hopefully out by the end of November. Finalize organization for LLHE 3rd Webinar, due on 8 December.		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 agenda EC meetings	Hold LLHE Webinar on 8 December. Authors who have accepted invitation: Amorati & Ferrari; Delgado & Rouyverol; Gabauden & Molina; Westbrook. Interviews will be based on articles published on 12.1 (1article), 12.2 (2 articles) and 11.1 (1 article).	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	
Prepare holiday wishes / end of the year message							

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Update from President

a. CercleS Conference

Final report: Budget: *See minutes ECmeeting No 37*: final surplus and budget are included in the final report, as well as some suggestions regarding financing.

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*

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. Anne and Sabina will meet him on 7 December 2022.

Collaboration with ECML should be fostered

Sabina has forwarded the call for the ECMlL workshop od 7-8 February 2023 conducted in the framework of the ECML project "**Enhancing language education in cross-border vocational education**" (project website.) to Libor and Nicola. If none of them can join, we could the try to delegate somebody else form the CercleS community who is specifically interested and concerned by cross-boarder vocational education. Nominations by CercleS should be communicated by 15 December 2022. Neither Libor nor Nicola, our delegates, can take part. Sabina asked Anne / Mia / Zaan to forward the call to Peter Tischer (Zentrales Institut für Sprache und Kommunikation, Universität des Saarlandes) and Almut Klepper (Sprachenzentrum der Universität Viadrina), who both are managers of LCs in boarder regions. *@ Zaan: Reactions? Good idea (Tom)*

See minutes EC meeting No 37: Libor to take part in the next ECML meetings on site in Graz;ECML Colloquium: Tuesday 13 (afternoon only) + Wednesday 14 Dec & ECML-PNF meeting: Thursday 15 Dec.

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.

See email by Libor of 28 November 2022:

On day 2 in the afternoon, Libor will take part in the panel discussion focusing on future needs in language education in order to help us identify what areas we should work on as part of our partnership with the European Commission. Libor will be representing the voice of civil society, via CercleS and of course the interests of HE. (The other panel members will be: 2 ECML Governing Board members, 1 experts from each of the 3 ECML-EC initiatives (PNF – future of languages in the light of Covid/RELANG/SMC) and my counterpart at the European Commission, Anne Sole Mena. There will be group work sessions before the panel where we will also try to gather questions from the colloquium participants.) ⇒ Libor asks us that in case we would like him to present some info on behalf of CercleS (or indeed HE), please, to let him know, so that he could prepare. One more thing re ECML Professional Network Forum in Graz: Inform if an update from CercleS will be provided. (What?) and/or if some point to the agenda should be brought in.

Adding Teaching to the website to reach out to teachers more. Ideas of sharing best practices.

See minutes EC meeting No 37: 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 suggests creating a 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. Sabina to ask Mia if she is willing to think about this a bit more. Zaan is willing to help brainstorm.

INPUT BY MIA AND ZAAN: Potential new pages discussed. Mr Dumonceau would create new section on page for 200 €. What would the page look like? Please share the output of your brainstorming. (Sabina)

Personally, I doubt the take-up rate will be very high, but I would love to be wrong. (Tom)

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Create a **Teachers' Meetup.**
See minutes EC meeting No 37: This idea will be followed up and will start in January 2023. Tom volunteers to be the general moderator, but moderators are also needed for different language groups breaking into breakout rooms. We must think of a topic that will be attractive – perhaps a general meetup for first 15 minutes (in English) and then split up into language groups.
We will advertise it in e-bulletin and via newsletter. We should translate this message into several languages and state that English is not a prerequisite, and we will open rooms for all the languages represented. **Tom** to write a text in English and French. **Sabina** will translate into German, **Marta** into Spanish, **Carmen** into Italian, **Mia** into Finnish and Swedish.
INPUT BY TOM: Text in English to be translated Sorry, work still in progress. I will try to get something written by the weekend (Tom)

Next e-bulletin: dedicated to the Round Table discussion outcomes.
Participants willing to contribute to the e-bulletin. Catherine Xiang and Maike Engelhardt agreed to hand in a text of 500-1000 characters. Nina Pilke?

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

II. CercleS Conference: Looking back
- Manuel and Ana to write a short reflective article based on the report, with link to conference site and photos.
- Zaan to ask Ukrainian colleagues to write a short text about their experience of the conference for the e-bulletin: Responses? Good idea (Tom)

- 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 to write one and send it with the e-bulletin

b. Feedback of Leadership meetup of 15 November / Outlook on Leadership meetup of 13 December
Christmas special: Ideas?

c. Outlook of 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. So far, 13 colleagues from 7 institutions have indicated that they will attend *(see form on Teams for details).* National presidents will be invited at a later stage.

- *Webinar on Policy Paper to be planned in 2023: Specific title and date to be found*
See minutes EC meeting No 37:
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 from the LC of the University of Leipzig (Arkus project) and NN from a different context. *Any further suggestions?*
B) Interview with senior management

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Ruth: FU Berlin; Sabina: University of Zurich; *Any further suggestions?*

- *Leadership meetup run by Leadership & Management Focus Group?*
  - Dates of upcoming Leadership meetups to be fixed at EC meeting of 5 December
  - Chair?

- *Leadership skills training:* All workshops had to be cancelled.
  ⇒ We will keep promoting them on our website:
  ⇒ We will inform the national associations and all members that we offer these modules if needed as pre-conference workshop in case of conferences / trainings targeted at managers (also)

- *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 and chair since Sabina will be in Berlin due to a FU LC Board meeting. Who can also attend? Use CercleS webinar Zoom background. Make sure that recording is
- Check and adapt list on Teams, → define Hosts and chairs ==> all at EC meeting

Update from Vice President

a. Update on Vol 12.2
Manuscript with corrections received on 27 November. It needed checking that the corrections had been made accurately. Checking just finished (late 28 November) and sent to DG (Alex). Still 20 (approx.) corrections to be made. The Issue should be online at the beginning of December.

b. CercleS Conference Call expired (27 November)
18 papers received. Some people (4 approx) have asked if they can submit at a later stage. The answer was affirmative but their paper will be considered for the second 13 Issue.

c. Update on planned changes in the editorial board
Meeting held on 25 November. 6 members had agreed on participating via doodle. The others would see the recording. Eventually just three participated. One said her university was on strike (!), one could not access google meet, one forgot the date. Not a great success! However, the meeting with the three members went very well. They all said they have no problems accessing the Journal, although they don't do it often.

d. Update on new editing tools and introduction by De Gruyter
No news yet.

e. LLHE folder on TEAMS
Carmen uploaded documents related to: Data about articles received 2020-2022; Reviewing process; Reviewing guidelines.

Update from Secretary General / assistant: *to be updated*

a. Membership management: Issues? Update of membership list in December
375 members (from NA); 20 Associate members (+ ULB – E. Tops? See mail sent Sept. 13); 736 members subscribed to the site (November 28)

b. Approaching of Focus Groups – all? The ones who met in Porto?
Personally - Internationalisation and Language Policy - Work in progress. Autonomy (Justine Paris) also. Others I don't know.

c. Security issues (fake email sent to Nina Pilke) from gmail address posing as Sabina
Not just Nina. I also received one, as did a colleague from Louvain. Classic phishing, not a lot we can do about it. Sabina's address is on thousands of computers across the world. (Tom)

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Update from Treasurer

a. Payments of members. National associations: 12 paid, 1 pending. Associate members: 14 paid. Difficult to identify who is the payer sometimes (eg. MAKAF Ann Rompertos)

b. Prepare draft of final balance for EC meeting of 15 December

Bank balance 29.11.22: 115 499.41 EUR

AOB

- *Upcoming EC meetings*
  - Thurs 15. 12 at 16:15-17:45 CET
  - January 2023
  - February 2023

- *Seasons greetings on website*
- *Official out of office on website (?) / General Secretariat mailbox?*

Planned action

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