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 Meeting No 39
15 December 2022: 16:10-17:30
Teams

Agenda

- **Approval of EC minutes No 38/ Update on action points (See minutes no 38)**

- **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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Actions planned (see minutes of EC meeting No 38) feedback?

→ **Anne** to send minutes to EC ✓
→ **Sabina** to send agenda and minutes to Zaan for upload ✓
→ **Sabina** to prepare input for Libor to present at the ECML meeting. ✓
→ **Sabina** to find out from Sarah Breslin if they want to receive our newsletter. ✓ still waiting for reply
→ **Sabina** to ask Ruth Tobias if she will host a webinar focused on Senior University Management and the Policy Paper. Date and details to be discussed (Ruth is ill.)
→ **Anne** to contact Peter and Almut to ask if they are interested in participating in the ECML workshop on 7-8 February 2023 "Enhancing language education in cross-border vocational education". No reactions.
→ **Tom** to write a text in English and French for the first Teachers meetup. English version now in today's folder.
→ **Zaan** to inform the national associations and all members that we offer Leadership training modules if needed as pre-conference workshop in case of conferences / trainings targeted at managers (also) ✓
→ **Anne** will host and chair the LLHE webinar on 8 Dec 16:00-18:00 CET. 👏✔🌺
→ **Anne** to write to the FGs to ask who is still active (Do you plan on any activities in 2023?), who would like to be removed, any ideas for new FGs and to again offer our platform. **Zaan** will send the message. ✓
→ **Zaan** to move old bulletins (scanned copies of old bulletins on Teams) on the e-bulletin section of the website. ✓
→ **Zaan** to send reminders about e-bulletin contributions to Maike, Catherine and Ukrainian colleagues on 6 Dec. ✓
→ **Zaan** to ask Mr Dumonceau to create the pages related to TEACHING on the website. ✓
→ **Zaan** to contact AMs and ask about payment status, and request proof of payment where necessary. ✓
→ **Zaan** to Christmas-ify the EC photo from Porto to be placed on the website. She will send a few options to the EC to select from. 👏✓✿
→ **Mia** to follow up with Nina Pilke about a contribution for the e-bulletin. ✓

To be discussed and decided at meeting

Update from President

a. CercleS Conference

Final report: Budget: *See minutes EC meeting No 37*: *⇒ see Final report and budget final*

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.

Anne and Sabina met David Little to discuss these issues on 7 December 2022. ⇒ *See minutes Notes Meeting CercleS - Council of Europe and ECML[1]*

⇒ Follow-up by whom?

Several suggestions are offered to make the links between CercleS and these organisms more visible on our website, such as:

- Link to the Council of Europe Language Policy Portal (https://www.coe.int/en/web/language-policy/home)
- link to past projects (e.g. portfolio: https://www.coe.int/en/web/portfolio or https://www.coe.int/en/web/portfolio/history)
- give the names of our delegates to ECML
- place a short explanatory text, as to the roles of these organisms (D. Little indicates he can write such texts for the CercleS website).

Collaboration with ECML should be fostered

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Sabina has forwarded the call for the ECML workshop on 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-border 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. Anne to contact Peter and Almut to ask if they are interested since they work in border regions. No reactions

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.

C**olloquium**: 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. ⇒ ⇒ Sabina has sent Libor input on behalf of CercleS (or indeed HE).
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 raised.
Sabina has prepared the following for Libor: Information about our conference, the LLHE journal, the round table, recent activities (webinars), planned initiatives to support Ukrainian colleagues, research on COVID-19 (policy paper and guide), number of members.
⇒ Sabina will find out from Sarah Breslin if they want to receive our newsletter.

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 information 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.
Mia and Zaan show the potential new pages. The space should be a trace of actions, events and discussions instead of it being something we have to keep going. It should be linked to – and promoted at – the teaching meetups. Members will be able to upload items or text on the forum.
Mr Dumonceau will create new section in restricted section for 200 €. It was finished a week ago. It now just needs content.
On the sections "Projects", "Teachers meetups" and "Projects", you get to a "page not found".
Can teachers only directly use the forum or can they upload materials themselves?

Text to promote new site: *Who will edit the text?* Should be sent in first newsletter of 2023. Communicate ate purpose and uf a **Matchmaker's Corner:** from teachers for teachers: finding partners, sharing materials

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.

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~~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.

⇒ Deadline for translation of Tom's text:

Next e-bulletin: dedicated to the CercleS Conference Round Table discussion outcomes.

⇒ draft

b. Feedback on Leadership meetup of 13 December

Tom and Sabina to discuss.

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 took take place **Thursday 1 Dec, 17:30-18:30 CET** and was chaired by Libor and Sabina. The meeting was very dynamic and colleagues expressed a lot of interest and ideas cor cooperation and exchange:

⇒*See a Minutes of meeting with Ukrainian colleagues_01.12.2022.pdf,* **excerpt:**

Summary by CercleS representatives

Contacts / stay informed

If all participants agree, we will share the names, universities and email addresses of those who attended this meeting, so that colleagues can reach out to each other if they want.

- We also invite Ukrainian colleagues to register for the website, as they will then receive our newsletter and e-bulletin with information about events.
- We invite Ukrainian colleagues to send us news about events that we can share on our website.

Training / Meetups

- We invite Ukrainian colleagues to join the Teachers' meetups starting early next year.
- We invite Ukrainian colleagues in management to join the Leadership meetups starting again next year.
- We will consider some of the topics raised during this meeting when organising the CercleS webinars for 2023. We invite the Ukrainian colleagues to join our webinars.
- We will send a call for guest lecturers at training meetings of Ukrainian language centres: *Ukrainian colleagues to prepare a call that we can send out? See minutes: a) Ivan Franko National University of Lviv: Iryna Odrekhivska (Summer school: English as a medium of Learning and Teaching); B) Ukrainian Catholic University Lviv: Halyna Solohub Kurochka (Online Summer school on online teaching*

CercleS membership

- We encourage Ukrainian universities to work together and to consider formalising their cooperation and to consider forming a National Association of Language Centres in HE in Ukraine. This could start with two or three centres. Growing National Associations takes time, so we realise this would be a long-term approach.
- There is also the option of Associate Membership if no NA develops.

Sabina and Libor will discuss the ideas from this meeting and come up with some concrete ideas and plans.

⇒ The Executive Committee to discuss

- The initiatives
- Extension of individual honorary membership *SN would support that; Quick information needed*

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- Free membership for associate members for one year? *SN would support that; Quick information needed*
- possibilities of financial support regarding the topics mentioned such as grants for summer or winter schools and the involvement in projects. *Suggestion SN: Ukrainian teachers can get scholarship conferences or summer / winter schools, must be honorary member of member of associate member*
- Call to members institutions about existence of teaching of Ukrainian ? *SN would support that.*
- Scholarship for students who want to study Ukrainian or for teachers of Ukrainian in Ukraine (Olena Synchak): *According to SN problematic for CercleS as an association, give rather support for membership, scholarships for conferences, projects, etc.*
-

⇒We will be in contact in early January to offer specific ways forward.

- *Webinar on Policy Paper to be planned in 2023: Specific title and date to be found*
  See minutes EC meeting No 38:
  The idea was discussed at the meeting of 11 October with the Policy Paper working group. It was suggested to organize a **webinar a**nd 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.
B) Interview with senior management
Ruth Tobias, FU Berlin, has agreed to chair the webinar.

- *Leadership meetup run by Leadership & Management Focus Group? Still no reactions by Mark Critchley*
  - Dates of upcoming Leadership meetups (January to June 2023?

  January:
  February:
  March:
  April: May:
  June:

- *Teachers meetup*
  - Date:
  - Host?
  - Chair?
  - Promotion?

- *Leadership skills training:* All workshops had to be cancelled.
  ⇒ We will keep promoting them on our website dates removed,
  ⇒ 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): *no reactions so far*
  ⇒ *There will be a workshop before / at ACLES Conference in Salamanca*

- *Webinars in 2023:*
  - machine translation presented by someone who has done research on it. (e.g. How is it integrated in classes?) Rudy Loock? (see https://webtv.univ-lille.fr/video/11749/-journee-d) and/ or colleagues from the

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University of Lorraine (Carmenne Kalyaniwala , Nicolas Molle, Guillaume Nassau Sophie Bailly, Corinne Landure ATILF, UMR 7118 CNRS). // Sara Cotelli (Uni Ne) and Alice Delorme (ZHAW)

- Language Education for Sustainability. Whom to invite?
- The Language Portfolio (with David Little)
- See also needs from Ukrainian colleagues:
  A) Online teaching (Halyna Solohub)
  B) Testing and assessment (Tetiana KIbalnokova; Olena Synchak; Kateryna Shevelko): *contact Focus Group and encourage Ukrainian colleagues to join: NULTE webinar?*

- *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.
  - Check and adapt list on Teams, → define Hosts and chairs ==> all at EC meeting

Update from Vice President

a. Feedback on LLHE Webinar of 8 December
b. News about issues published
.
c. Update on new editing tools and introduction by De Gruyter
The reviewing process will be much easier. Training to use this tool has not been provided yet. It should be implemented at the beginning of 2023.

Update from Secretary General / assistant: any update?

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); 737 members subscribed to the site (November 28). Our newsletters have low engagement (about 30-40% of people open it, and only about 10% click on the links)..
b. Approaching of Focus Groups – all? The ones who met in Porto? Responses?
. Add previous FGs to an "archive" button. Which ones?
See Anne's doc (amended by Sabina, SN Focus Groups doc.) In the 39 EC meeting file. Follow-up by whom?

Update from Treasurer: please update

a. Payments of members. National associations: 12 paid, ReCLes pending. Zaan contacted Manuel. Associate members: 14 paid. Difficult to identify who is the payer sometimes (eg. MAKAF Ann Rompertos). Zaan to contact AMs and ask about payment status, and request proof of payment where necessary.
b. Draft of final balance for EC meeting (please upload on Teams)

see Bank balance on 29.11.22: 115 499.41 EUR - We have to decide how to use the money.

AOB

- *Upcoming EC meetings*
  - January 2023 : 12, 19, 23, 24?
  - February 2023: 13, 14, 16, 20, 21, 23
  - March???
  .
- message about support to Ukraine in the current format on the website? Perhaps smaller, in a different position? Christmas photo could be at the top in December

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- 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
→