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**

**University of Zurich UZH**
Language Center of UZH
and ETH Zurich
Rämistrasse 71
CH-8006 Zürich
tel. +41 44 634 52 80
e-mail: sabina.schaffner@sprachen.uzh.ch
website: http://www.cercles.org

**CercleS Executive Committee Meeting No 40**
**10 January 2023: 16:00-17:30**
**Teams**

**Agenda**

- **Approval of EC minutes No 39 / Update on action points (See minutes no 39)**

**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, how and when?*

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 has sent a text for the CercleS website about the Council of Europe & the ECML, it is in in the file for this meeting).

***To be discussed and decided:***

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

**b. Support for Ukrainian LCs**

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

**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.*

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- *We invite Ukrainian colleagues in management to join the Leadership meetups starting again next year*. Done (Zaan)
- *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. *Only the ones registered for our website or using the emails of contact persons?*
- *We promote the training Language Test Design and Validation offered by the university of Jaen 3-14 July* on site.. Cost? Cost of accomodation)→ see flyer in folder of this meeting
- The tuition fees are 250€ per student. However, we are open to exploring the possibility of offering grants, for example, to Ukrainian colleagues. If there is a special interest on behalf of Cercles, for example, we could offer them a reduced fee sponsored by Cercles. This would not entail any costs for Cercles. My institution would take care of the part of the fee that students do not pay. However, this is just one possibility. As I mentioned, we are open to any sort of collaboration or proposal.
- We offer different possibilities of accommodation on our website. The dorm of our institution is available and we can assist any participant in the process of reservation. However, experience tells us that participants normally prefer hotels (when their institutions pay for the course) or renting local homes through Airbnb or the like.
- *We will send a call for guest lecturers at training meetings of Ukrainian language centres*
  Sabina has contacted the colleagues below: two reactions by one institution so far, see below
  *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):*
  I have sent a reminder asking for a call with the details needed
  *B) Ukrainian Catholic University Lviv: Halyna Solohub Kurochka (Online Summer school on online teaching);*
  Both Halyna and one of her staff, Tetiana Basiuk, replied. The reply is not specific enough and there is no call integrated, and I have written back to ask for the details mentioned in my email.

*⇒ budget 2023:*
*decide how much money could be allocated to pay the lecturers*
*decide how much money could be allocated to pay the fee dor the training at the univesity of Jaen and/or pay for traveling and/or accomodation*

**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.

We could encourage them to apply as AMs and offer that they do not pay the fees for one year. This would allow all the teachers from one institution to become members. We can reassess the situation at the end of 2023.

⇒ The Executive Committee to discuss

- The initiatives
- Extension of individual honorary membership
- Free membership for associate members for one year?
- Possibilities of financial support regarding the topics mentioned such as grants for summer or winter schools and the involvement in projects. Sabina suggest that Ukrainian teachers can get scholarship conferences or summer/winter schools, but they must be honorary member or part of an associate member.
- Call to members institutions about existence of teaching of Ukrainian? Sabina will draft a survey that we can send out.

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- Scholarship for students who want to study Ukrainian or for teachers of Ukrainian in Ukraine (Olena Synchak): Sabina notes that CercleS as an association should rather give support for membership, scholarships for conferences, projects, etc. All agree.

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

- We can explain in the new year how membership works and suggest becoming associate members. Sabina will prepare a document that explains this.
- We will inform about the survey.
- We will inform about the calls for lecturers and the support we offer.
- We will inform again about the possibility to apply for scholarships to attend conferences

- *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 organise 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.
B) Interview with senior management
Ruth Tobias, FU Berlin, has agreed to chair the webinar.

- *Leadership meetup run by Leadership & Management Focus Group?* Dates of upcoming Leadership meetups
  - January: Tuesday 31 January 17:00-18:00 CET: any topic suggested?
  - March: Tuesday 7 March 17:00-18:00 CET

- *Teachers meetup*
  - Date: Tue 24 Jan 17:00-18:30 CET:
  - Host Tom
  - Chair Tom *or Mark*
  - Promotion: the dates will be communicated in the e-bulletin and it will be promoted in the first newsletter of 2023.

  Moderators:
  German: Sabina to find someone
  English: Anne Chateau (anne.chateau@univ-lorraine.fr)
  French: Alix Glotz (alix.glotz@mail.huji.ac.il)
  Spanish: Juana Sanmartín (jsvelez@um.es)
  Italian: Isabella Stefanutti has not replied. Carmen will be moderator if she is not willing.
  Swedish: Charlotta Sandberg (charlotta.sandberg@abo.fi)

- *Leadership skills training:* All workshops had to be cancelled.
  ⇒ *There will be a workshop before / at the ACLES Conference in Salamanca*

- *Webinars in 2023: to be discussed and follow-up to be decided*
  - 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 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:

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A) Online teaching (Halyna Solohub)
B) Testing and assessment (Tetiana KIbalnokova; Olena Synchak; Kateryna Shevelko): *contact Focus Group and encourage Ukrainian colleagues to join; promote training form the University of Jaen*

- *Teacher training workshop in 2023: see Mark Critchleys's email of today:*
  On the matter of the training programme, I had quite a poor response to the survey of national associations (only 6 replies from AULC, AKS, SERMO, CASALC-CZ, NUT and RECLES). I think though this is mainly due to difficulties in finding the information from within the national memberships. As such I am going to propose some ideas myself to take this forward to the working group set up last year. I expect 2-3 of the participants may withdraw from the working group if the approach does not meet their own recommendations (only 3 of the 7 national associations represented on the working group replied to the survey), but I would view getting something up and running will probably be the better means of getting broader engagement. **I will share some proposals on this later this month**, but in principle I would propose **we find courses to run in April and in June** as a starting point, each being a 2-hour workshop delivered on-line, and then define an annual training programme to commence from September 2023. → *our answer to Mark:*

- *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.** News about issues published
No new information at the moment. Porto papers have been sent to reviewers, and feedback will be received mid-February.

**b.** News about new production officer for LLHE
The new production officer, Dominique, has been in touch with Carmen and Gillian.

**c.** Update on new editing tools and introduction by De Gruyter
Dominique will introduce the online reviewing tool soon.

## Update from Secretary General / assistant:

**a.** Membership management: Issues? Update of membership list in December
375 members (from NAs); 21 Associate Members; 739 members subscribed to the site (10 Jan 2023).

**b.** Approaching of Focus Groups; update
**Tom** will write a description for the **FG Internationalisation** in January. Mark has written today to Sabina that he will also get in touch with Tom on this matter.
Add previous FGs to an "archive" button. We will wait to see who responds in January and move the ones whose coordinators did not respond.
Update:

- **FG on CLIL in Higher Education:** Maria's reply: Based on Liliana's proposal at the CercleS conference in Portugal, ReCLes.pt just approved a re-formulation that Manuel should be informing you about officially. The new name of the focus group would be CLIL/EMI in Higher Education, co-coordinated by Liliana's designated colleague (Maria can't recall her name) and Margarida Morgado and Margarida Coelho from ReCles.pt.
- **FG LSP:** D. Tual & B. Guilbaud answered that in terms of meeting, they're planning to continue using the annual LSPHE conference as an opportunity for the FG to get together and discuss relevant issues. Furthermore, they would like to use a mailing list management tool, via CercleS if it's possible to easily create and manage a list.
- **FG Translation:** message sent to F. Galera Porta
- **FG Multilingualism:** message sent to P. Skrandies
- **FG Leadership:** message sent to Mark Critchley this morning by Sabina; two suggestions: a) meeting on 16 February, 16:00 CET suggested. b) Meeting at second Leadership meetup of 7 March. We should ask for an invitation text.

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- **FG Language Testing and Assessment:** Johann is very ill at the moment, so we will have to wait to hear about them.

### Update from Treasurer:

**a**. Payments of members. National associations: all 13 paid. Associate members: 14 paid.

**b.** Draft of final balance for EC meeting (on Teams)
There is a difference between the balance on the budget and the bank balance. **Marta** will follow this up.
Bank balance on 29.11.22: 115 499.41 EUR - We have to decide how to use the money.

**c.** Kasia from De Gruyter contacted Sabina about the invoice for 2022 – to find the number of members. She will send the invoice to Marta: we have 375 IMs, 21 AMs, 3 honorary members, 18 Ukrainian honorary members = 417

d. We must still decide what to do about the payment that was due to the technical assistants. One may not receive the money due to internal rules at the university. The other assistant can be paid (750 euro). The other 750 euro to be paid to Carmen.

**AOB**

**a.** Upcoming EC meetings (March to June)

**b.** All to check and update CercleS EC tasks Calendar for 2023

**c.** Sending roll-up banners from Porto: directly to Mark Critchley?

**Planned action**

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