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 41
14 February 2023: 18:00-19:30
Teams

Agenda

- **Approval of EC minutes No 30 / Update on action points (See minutes no 40)**
  The minutes are approved

Update from President

a. CercleS Conference

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

⇒ *New pages on website (follow-up of suggestions by D. Little)*

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

- New text: Partnerships: https://cercles.org/partnerships/ (explanatory text about ECML and ELC and links to their webstes); mentioning of ECML delegates (without names) and Cerc leS involvement in EVML projects
- From our page: link to the Council of Europe Language Council and pdf on Council of Europe
  - link to VITBOX project

⇒ *Teachers' Meetup*: The first meeting took place 24 January at 17:00-18:30 CET. 49 people took part.

Moderators and participants

German: Michiko Yamanaka; 6 teachers
English: Anne Chateau; 16 teachers
French: Alix Glotz; 8 teachers
Spanish: Juana Sanmartín; 5 teachers
Italian: Carmen Argondizzo: 8 teachers
Swedish: Charlotta Sandberg: 3 teachers

Next meeting date? Procedure? Involvement of the ones present at first meetup?

b. Support for Ukrainian LCs

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

Colleagues were invited to register for the website, to send us news about events to share, and to contact each other about possible collaboration.
They were invited to join the Teachers and the Leadership meetups.

Sabina promoted **training opportunities**, such as the training **Language Test Design and Validation offered by the university of Jaen 3-14 July. T**he hosts are willing to offer grants to Ukrainian colleagues.

- Marina Burak and Olena Synchak will be offered free training.
- There might be a grant available for them to cover further costs by the university of Jaen
- In case that this should not be possible, Sabina invited them to hand in a budget and an application for financial support (contribution to travel costs and accommodation) to the CercleS Executive Committee.
- Mariana and Olena's applications with budgets are in the Teams folder for today's EC meeting.
-
- M Burak's expenses: The preliminary estimation of the expenses is around € 2 050 including:
- € 250 tuition fee (kindly covered by the University of Jaen),
- € 528-700 for lodgings (depending on the accommodations available),

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

- € 1200 for the flight (Toronto - Granada/Malaga/Barcelona as of now, as prices are constantly rising)
- € 150 for the in-country transportation (coaches and city buses).

O Synchak's expenses:

Here is the list of approximate costs:

- travel - **340€**
  - train Großröhrsdorf - Flughafen Berlin (there and back) – 58,55€
  - plane Berlin Brandenburg to Madrid (there and back) – 94,99€ *2= 189,98€
  - train Madrid – Jaen (there and back) – 87,80€
- accommodation – **527,24€** (37,66€/night)
  - University dorm 37,66€/night (breakfast and dinner included) 37,66€*14=**527,24€**
  - Train Station Hotel, whose prices are 50,56€/night (breakfast included) 50,56*14= 707,84€ (just another option)
  - local homes (cheapest one is 61€/night) 61*14= 854€ (just another option)
- course fees - 250€ of the tuition fee – Universidad de Jaén promised to cover
- money for food, public transport, etc. – I will cover myself

The **remaining cost** would be: 340€+ 527,24€ = **863,57€**

I would be very grateful if CercleS could cover this amount.

The **ACLES Conference** held In **Salamanca from 28 June to 1 July 2023** (https://cercles.org/de/2023/01/16/xiii-congreso-acles-aces-conference-2023/)offers a waving of conference fees to colleagues from UKrainian Language Centres,. I would like to promote scholarships for them as a lump sum to contribute to travel costs and accomodation: What do we want to offer? The Conference organisers ask if there is any information on this sponsorship to attend the ACLES Conference that we could publish in the ACLES website?

⇒ Zaan will inform the Ukrainian colleagues about the scholarship for this conference.

The Center of Modern Languages of the Ukrainian Catholic University in Lviv prepared a **call for lecturers of English, Spanish, French, Italian and German for their Summer School** to be held outside Lviv from 19 June until 1 July 2023. (Free accommodation and meals, no salary) (see call attached in EC meeting folder)

⇒ Zaan will send the call with the next newsletter

Sabina informed the **Council of Europe** about our initiatives supporting Ukrainian colleagues and applied for the status of a NGO of CercleS (Sarah Breslin's recommendation), The response was not specific. (See document in the EC meeting folder.)

Sabina encouraged 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 or, at first, of Associate Membership without paying fees in 2023. The Center of Modern Languages of the Ukrainian Catholic University in Lviv applied for associate membership. (See below in the Secretary General Section)

Sabina drafted a **survey about the teaching of Ukrainian at European** universities.

⇒ Zaan will send the invitation to take part and the link with the next newsletter.

Webinars and trainings

- *November: Webinar on Policy Paper to be planned in 2023:* Policy paper applied"
  See outline by Ruth Tobias in EC meeting folder
- *Webinars in 2023: to be discussed and follow-up to be decided*
  - *VITbox project webinar (March): Date?*

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

Laurent Rouveyrol (confirmed)

- *Machine translation (May)*
  Possible speakers: 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). Other options are Sara Cotelli (Uni Ne) and Alice Delorme (ZHAW)
  Anne asked Carmenne Kalyaniwala, Nicolas Molle about a webinar in May: They agreed
  Sabina was in contact with Sara Cotelli and Anne; the idea of a follow-up by Sara was discussed.
  Problem of redundancy – Anne suggesting to go for Sara Cotelli's workskhop. Sabina suggested that we could in that case invite the colleagues of the University of Lorraine to bring in their research at the introductory presentation of research; final decision still pending. N. Molle & G. Nassau contacted S. Cotelli, they are going to meet online to discuss how they can organize themselves...

  Sara Cotteli's outline:
  Juin : Jeudi 1er juin, jeudi 8 juin, lundi 12 juin. Pour aout, mon calendrier est presque vide pour l'instant, **à l'exception** du 8, 15, 22 et 23 août. Donc, selon le principe du premier arrivé, si vous vous décidez rapidement pour une autre date en aout, je fixerai le reste around it.
  Voici une brève description du workshop. Idéalement, ce serait bien d'avoir au moins 2h30, l'idéal serait 3h, en
c omptant une petite pause, mais c'est peut-être un peu long en ligne.
  Workshop : Machine translation in the language classroom
  Coordinators: Sara Cotelli Kureth (Université de Neuchâtel) and Elizabeth Steele (Berner Fachhochschule), members of the swissuniversities project Digital Literacy in University Contexts (DigLit)

  This workshop deals with ubiquitous tools in language learning, namely neural machine translation (MT) systems. It will also touch on the latest tool to join the language classroom: ChatGPT and other text generation tools. Most learners use these tools but few teachers address this topic in class, mainly because they don't feel comfortable enough. This workshop's main aim is to allow teachers to talk about this and to give them information about how MT and text generation tools works. Drawing on data from an extensive survey on MT carried out in 2020-2021 in most Swiss universities and action-research projects conducted at a Swiss university language centre, we will also present how our students use MT and suggest practical ways to introduce MT into the language classroom. The last part of the workshop will be dedicated to practical work done in small groups.

- *Language Education for Sustainability*
  Carmen can ask the guest editors of the LLHE special edition about a possible webinar (Pilar). Pilar Molina and Odette confirmed. They don't want to be the speakers but want to invite experts in the field.

- *The Language Portfolio (September or December)*
  David Little (**Anne** to ask him later)

- *LLHE Webinar (October)*
  Focused on Issue 13.1 (May 2023) and teasing Issue 13.2 (Nov 2023)

- *Teacher training workshop in 2023: see Mark Critchleys's email of 13 Februray 2023:*
  As regards training, the 4 most popular topics so far have been:

- Inter-cultural competence course design
- Assessment (generally)
- English as a Medium of Instruction (generally)
- Use of Virtual Learning Environments

I still need to look into specific details, but I would propose we set up two initial training courses in

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

June:

1. "Designing inter-cultural competence learning outcomes for language centres"
2. "Virtual Learning Environments re-visited – back to blended rather than hybrid learning"

Each would be a half day on-line workshop. We can then use the June 27th Leadership meet up to look into how successful these were, and plan ahead for the following year. EMI and Assessment are very broad topics, and need more refinement.

I still need to develop the course ideas quite a lot, and approach potential trainers. I would hope we can advertise the workshops in mid-March. I also intend to re-constitute the CercleS training programme working party to feed into this, and agree the outcomes for the workshops themselves.
. → *Our suggestions?*

- *Leadership meetup run by Leadership & Management Focus Group*
  Host:Tom
  Chair: Mark Critchley
  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: Revisiting Focus Group
  Mark will chair the Leadership meetups and promised to send suggestions for the upcoming months: → please see dates on calendar of CercleS talks and webinars

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

- *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.

Update from Vice President

a. News about issues published: By 20 February we should have received feedback from reviers, Many have not been returned to us yet. We will then start sending feedback to the authors.
b. Update on new editing tools and introduction by De Gruyter
Dominique will introduce the online reviewing tool on 6 March.

Update from Secretary General / assistant:

a. Membership management: Issues? Update of membership list in December
375 members (from NAs); 21 Associate Members; 753 members subscribed to the site (12 Feb. 2023).
Application by Center of Modern Languages of of the Ukrainian Catholic University in Lviv (for Associate Membership)
b. Approaching of Focus Groups
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. Will be done in the coming 10 days, I will be on holiday from tomorrow evening!
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.

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

- **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 us 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 – unfortunately there is not a mailing list option: either all subscribers or an email via the General Secretariat mailbox. ==> That information has been given ...
- **FG Translation:** message sent to F. Galera Porta – will wait for her response when she returns after Easter.
- **FG Multilingualism:** message sent to P. Skrandies (he replied on 17 Jan: saying 'Unfortunately, there is not much new information about our FG. In fact, it has been effectively dormant for a while now and I have to admit that I have been struggling to give the group an impetus, because of my many other commitments. I'll contact the group members (I have a few emails) and will let you know.')
- **FG Leadership:** Meeting at seadership meetup of 7 March.
- **FG Language Testing and Assessment:** Johann is very ill at the moment, so we'll have to wait to hear about them. NB: Johann recently sent a message to the SG (on 9 Feb.)

Update from Treasurer:

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

b. update of final balance?

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

c. Anne informed Kasia form De Gruyter about the number of members (417) and the expected subscription fees. Invoice issued by De Gruyter? Payment processed?

d. Any other business?

AOB

a. Upcoming EC meetings (March to June)
14 March 16:15
18 April 16:15
May?
June?.

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

c. Answer from Mark about sending roll-up banners from Porto – Mark said that he would take them back to Durham with him when he visits Porto in February. However, both Manuel and I think it may be a bit too big, so we have agreed that Mark will let us know once he is in Porto/back from Porto.

d. I Libor informed that he will be stepping down from his position of the CercleS delegate to the ECML for the period 1st April 2023 – 31st March 2024 due to his sabbatical, which will be taken outside of the area of Language Centres. He is grateful for the opportunity I have been given as the CercleS delegate. He also added that that he strongly believes the ECML-CercleS collaboration is really fruitful and can bring benefits to both ECML and CercleS.

e. Libor also mentioned that his position of the CASALC CZ President is going to stay unchanged till 2nd June 2023 when a new CASALC CZ Executive Committee is going to be elected at the CASALC CZ General Meeting in Mlada Boleslav. This means, that he is going to represent CASALC CZ at the CercleS CC Meeting in May.

Planned action

→ **Anne** to send minutes to EC.

→ **Sabina** to send agenda and minutes to Zaan for upload.