Confédération Européenne des Centres de Langues dans l'Enseignement Supérieur
European Confederation of Language Centres in Higher Education
Europäischer Verband der Hochschulsprachenzentren

Le Président
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Der Präsident

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CercleS Executive Committee Meeting No 42
22 March 2023: 16:15-17:45
Teams

Agenda

- **Approval of EC minutes No 41 / Update on action points (See minutes no 41)**

Update from President

a. XVIII CercleS Conference at Durham University, UK: 12 – 14 September 2024: with Mark Critchley

- Title
- Conference languages and language policy (measure to foster multilingualism in practice)
- Delivery (on site, hybrid, online)
- Formats (keynotes, workshops, presentations, posters, discussion hubs…)
- Focus Group meetings
- Keynote speakers
- Scientific Committee
- Conference Website

To be discussed at next meeting:

- Budget: responsibilities: needs preliminary discussion within EC and CC.
- Agreement (to be signed by December 2023)

b. Support for Ukrainian LCs

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

Language Test Design and Validation offered by the university of Jaén

Sabina promoted training opportunities, such as the training Language Test Design and Validation offered by the university of Jaen 3-14 July. The hosts said that they were willing to offer grants to Ukrainian colleagues – in the end there were no grants, but they offered to waive the registration fee.

- All applicants were invited to submit 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 the last EC meeting.
- Marta Demchyshyn has sent her budget.

- Summary of M Burak's expenses:
  The preliminary estimation of the expenses is around **€ 2 050** including:
  - € 250 tuition fee (kindly covered by the University of Jaén),
  - € 528-700 for lodgings (depending on the accommodations available),
  - € 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).

- Summary of O Synchak's expenses:
  - travel - **340€**
  - accommodation – **527,24€** (37,66€/night)
  - course fees - 250€ of the tuition fee – Universidad de Jaén promised to cover
  - money for food, public transport, etc. – will cover herself
  - The **remaining cost** would be: 340€+ 527,24€ = **€ 863,57**

- Summary of M Demchyshyn's expenses:

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- The preliminary estimation of the expenses is around **€ 1 465** including:
- € 250 tuition fee (kindly covered by the University of Jaén),
- € 580 for lodgings (depending on the accommodations available),
- € 785 for the trip Lviv to Malaga and back as of now, as prices are constantly rising)
- € 100 for the in-country transportation (coaches and city buses).

Sabina communicated that for the Jaen course, we will offer to pay 75% of the amounts that are offered in the budgets proposed by Olena (**650€)** and Mariana (**1550€**). We decided in the meantime that the same principle should be applied as for refunds of Marta's costs.
In the meantime, The University of Jaén contact person announced that there will be grants on a first come first served level available for Ukrainian citizens (as lecturers) which could be used to finance the stay at the seminar.
→As a result, Sabina suggested the following to Olena, Marta and Mariana:
In the case that they don't get the scholarship from the University of Jaén, we will refund them 75% of your costs of traveling and staying at the seminar based on your budget.
In the case that they do get the scholarship from the University of Jaén, we will refund them 100% of their costs of traveling based on their budget.

Ukrainian Catholic University Summer School call for teachers
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)
No reactions received from members addressed to the General Secretariat.
⇒ Should we send a reminder after the organizer of the summer school regarding the response? **Not yet.**

The **survey about the teaching of Ukrainian at European** universities has got 19 responses so far. (Deadline is 31 March. **We will remind about the survey with the next newsletter.**

c. Meetups:

Teachers' Meetup:
The second meeting took place 14 February at 17:00-18:30 CET. 32 people took part.
(Moderators) and participants
German: Michiko Yamanaka; 4 teachers
English: Anne Chateau; 10 teachers (Isabella acting chair)
French: 1 teacher (Alix had told me she was not available)
Spanish: Juana Sanmartín; 6 teachers
Italian: Carmen Argondizzo: 6 teachers
Swedish: no teachers
Chinese: 2
Korean: 1

For future sessions, we will invite all members and those who were present at the first and second session. We will offer the time slot, and the different language groups should decide themselves on topics and moderators for their following sessions. We should add an information about the registration procedures for the website and the newsletter and the teachers space on the website.
Next Teacher's Meetup: to be decided: Thursday 20 April 17:00-18:30 CET. It was suggested to change the days of the week for the meetups. Tom will start the session. A Chinese group can be added for the next meeting, and we can announce in the newsletter that we will accept any languages for which there is an interest.

Leadership meetup run by Leadership & Management Focus Group
Host: Tom

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Chair: Mark Critchley
Only 6 persons attended the meetup of 7 March on the topic of Revisiting the Focus Group.

Dates of upcoming Leadership meetups
a. April: Tuesday 18 April 17:00-18:00 CET (Tom = host)
b. May: Tuesday 23 May 17:00-18:00 CET (Tom = host)
c. June: Tuesday 20 June 17:00-18:00 CET

d. Webinars and trainings

- *VITbox project webinar (March)*
  to be decided: **too late, needs to be postponed**
  Laurent Rouveyrol (confirmed), Anne sent message on Feb. 16, but no answer yet.

- *LLHE Webinars (May and October):* Dates?
  Focused on Issue 13.1 (May 2023) and teasing Issue 13.2 (Oct 2023)

- *Machine translation*
  There will be 2 events in June: one webinar about the research (with elements from research done in Lorraine and in Switzerland) and a workshop by Sara Cotelli and her colleagues later on. *(Updates of outlines announced by Sara)*

  8 June: Webinar (Tom not available)
  Speakers: Nicolas Molle, Guillaume Nassau (Université de Lorraine), Sara Cotelli (Université de Neuchâtel)

  12 June: Workshop: Machine translation in the language classroom (Tom available)
  Coordinators: Sara Cotelli Kureth (Université de Neuchâtel) and Elizabeth Steele (Berner Fachhochschule), members of the *swissuniversities* project Digital Literacy in University Contexts (DigLit).

  Description: *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 asked the guest editors of the LLHE special edition about a possible webinar (Pilar). Pilar and Odette have sent a proposal. (See the file uploaded on Teams: Proposed outline for roundtable discussion).

- *The Language Portfolio 14 September, 16:00-17:30 CET*
  David Little (confirmed to Anne)

- *Webinar on Policy Paper to be planned in 2023: Policy paper applied*
  15 or 16 November
  See outline by Ruth Tobias in 41 EC meeting folder.

- *Teacher training workshop in 2023: see Mark Critchleys's email of 13 February 2023:*

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Sabina suggested to Mark - that with regard to the schedule for April to June and the preparation time, to start the training only after the summer break and after the introduction to the training programme in June. The following topics seemed of special interest:

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

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:

b. LLHE 13.1:
7 papers have been sent for copy editing and production process. They all belong to independent authors who were on standby since November 2022. By **25 March**, we will send: 4 Activity Reports (Porto proceedings) that we have received from the authors with revisions due and 1 paper from an independent author. By **29 March**, we are planning to send another set of papers (Porto proceedings) with revisions made by authors who will have sent their files by 25 March. It's a hard but productive time.
At the same time, we have to keep track of all the other papers that we have received or receive from independent authors. However, since the lockdown stopped, we noticed a reduction in the flow.

c. Update on new editing tools and introduction by De Gruyter
The editors had a meeting with Ulriche Kitzing on 6 March, who introduced us to the system. We will have a second meeting on 28 March for more instructions. Indeed, it was bad timing for the introduction to the online tool since we are focusing so much on the final steps for the production of 13.1 and we have very little time for practising with the new tool.

Update from Secretary General / assistant:

a. Membership management:
375 members (from NAs); 22 Associate Members (including the Center of Modern Languages of the Ukrainian Catholic University in Lviv);
On cercles.org site: 761 Subscribers, 767 all incl. admin (22.3.2023)
Application for a new Associate Membership from Catholic University (Our lady of good counsel) Tirana – Albania.

Checking membership numbers before sending out accounts for 2023
Please check on Teams in the Members folder updated list of Swiss association – initiated by Sabina after last meeting with SSH-CHES on 10 March. → compare with a) our members management on Teams, b) check contact data for website account, c) add institutions on list

b. Approaching of Focus Groups
Suggestion to 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.
Is it ok to remove old FG publications from website? Internationalisation is extremely cluttered.
Responses from FG coordinators:

- **FG Internationalisation:** Zoom meeting planned for May, date to be determined by doodle (and published in April newsletter?).
- **FG on CLIL in Higher Education:** 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 and Margarida Morgado and Margarida Coelho from ReCles.pt. *NO news from Manuel about this yet …*
- **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.
- **FG Translation:** message sent to F. Galera Porta – will wait for her response when she returns after Easter.
- **FG Multilingualism:** Unfortunately, there is not much new information about our FG. In fact, it has been

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effectively dormant for a while now and I (P Skrandies) 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 leadership meetup of 7 March.
- **FG Language Testing and Assessment:** Waiting to hear from Johann.

c. Next newsletter

See suggestion form Zaan sent by email on 14 March: next newsletter to be sent after EC meeting:

- remind members of the survey on the teaching of Ukrainian
- inform them of the scholarships for the Portuguese as a foreign language summer school
- announce the dates of next meetups and webinars
- AULC call
- ECML webinar

Update from Treasurer:

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

b. Update of final balance?
Bank balance on 29.11.2022: 115 499.41 EUR - We have to decide how to use the money.

d. Anne informed Kasia from De Gruyter about the number of members (417) and the expected subscription fees. They have not yet sent the invoice.

AOB

a. Upcoming EC meetings (April to June)
17 April 16:30: important issues for agenda: a) May CC meeting; b) spring e-bulletin
22 May 16:30
14 June 16:00

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

c. Conference in Poznan - 24-26 May 2023:
EC members to participate in person / online? Sabina had to decline the invitation to take part in person.
Video message to be prepared by EC: See email by Kasia Matuszak: "I have one more question about the jubilee itself (26 May) - would it be possible for you to record a short video in the form of wishes for our CLC? Then we could watch it at the 70th anniversary celebration."

Planned action

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