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

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CercleS Executive Committee Meeting No 43
16 April 2023: 16:30-18:00
Teams

Agenda

- **Approval of EC minutes No 42 / Update on action points (See minutes no 42)**

Update from President

a. **Coordinating Committee meeting of 12 May 2023**→ *see draft of agenda in folder 2023 – CC meeting May 2023;*
Discussion of agenda and need for budget 2023 update?
finalise agenda and attachment until 20 April;
send out invitation on 21 April with the invitation to add issues to the agenda (feedback by 20 April)
Slides: preparation by SN: evening of 24 April
Slides: update by EC members: XX
Editing by Zaan: XX

b. **Support for Ukrainian LCs:**
⇒ *See Minutes of meeting with Ukrainian colleagues_01.12.2022.pdf*

Training Language Test Design and Validation offered by the University of Jaen 3-14 July. The hosts finally offered a research grant to all three Ukrainian colleagues: each of them will be funded with 1000€ from the University of Jaén Under these circumstances, CercleS is going to refund the total of the traveling costs based on the budget handed in below. They were told to hand in the receipts of payments to the General Secretariat and to Marta. They were also invited to write a report about the outcomes of their stay for the December e-bulletin.

- All applicants have submitted a budget and an application for financial support (contribution to travel costs and accommodation) to the CercleS Executive Committee.

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 Jaen),
- € 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 Marta Demchyshyn's expenses:
- **from Lviv (Ukraine) to Malaga (Spain) and back - 785 Euro**
- accommodation on campus at the University of Jaen - 580 Euro
- Public transport in the country – 100 Euro

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- Total: 1465 Euro

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)

Anne will go if possible (transportation to be organised + possible insurance problem) + according to Tetiana Basiuk (the teacher in charge of the organisation) after the last newsletter 3 or 4 people have contacted them to say they were interested (no reactions directly sent to the GS). But we could still send a reminder in the next newsletter.

The **survey about the teaching of Ukrainian at European** universities has got 23 responses so far. Should we send a second reminder with the next newsletter?

Meetups:

- *Teachers' Meetup*: The second meeting took place 14 February at 17:00-18:30 CET. 32 people took part.
  (Moderators) and participants
  Next teachers' meetup Thursday 20th April – 17.00 to 18.30 CET
  The next newsletter will remind of the date for the next session + information will be sent to all the people who attended the first 2 sessions.
  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 information about the registration procedures for the website and the newsletter and the teachers' space on the website.
  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
  Chair: Mark Critchley
  At the meetup of 7 March it was decided to do a survey on the impact pf teaching at member institutions. Mark, Irmgard and Sabna volunteered. The first project group meeting took place on 24 March. It was decided to focus on the on research-enhanced teaching and Mark volunteered to draft a first questionnaire. The questionnaire draft has been discussed and on 24 April, a second meeting of the working group will take place.

  Dates of upcoming Leadership meetups
  a. April: Tuesday 18 April 17:00-18:00 CET (Tom = host) to be announced in the next newsletter with topic
  b. May: Tuesday 23 May 17:00-18:00 CET (Tom = host)
  c. June: Tuesday 20 June 17:00-18:00 CET

Webinars and trainings

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

d. *Webinars in 2023:*
• *Machine translation (June)*

- ⇒ There will be 2 events in June: one webinar about the research (with elements from research done in Lorraine and in Switzerland) and the workshop by S. Cotelli and her colleagues.
  (See outline in E and F in Teams webinar folder and)

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- **Webinar: Who uses machine translation and how? Lessons learned in academia →***See description in minutes of EC meeting No 42*

  Date & time : **Thursday June 8, 2023, 17-18:00 CET**

  Presenters: Sara Cotelli Kureth (Université de Neuchâtel); Nicolas Molle (Université de Lorraine) ; Guillaume Nassau (Université de Lorraine)

- **Workshop : Machine translation and AI in the language classroom→***See description in minutes of EC meeting No 42; plan in enrollment*

  Date & time: **Monday June 12, 2023, 16:00-18:30 CET**

  Coordinators: Sara Cotelli Kureth (Université de Neuchâtel) and Elizabeth Steele (Berner Fachhochschule), members of the swissuniversities project Digital Literacy in University Contexts (DigLit).

  Language: The workshop will take place in English, but small groups should be available in other languages (French, Italian, German, etc.).

Language Education for Sustainability □ Tuesday 16 May

Carmen asked the guest editors of the LLHE special edition about a possible webinar (Pilar). Pilar Molina and Odette accepted, but they don't want to be the speakers – they want to invite experts in the field. This is still in process. Pilar and Odette have sent a proposal. (**See the file uploaded on Teams:** Proposed outline for roundtable discussion). Carmen suggested May 16 as a date for the webinar. Pilar and Odette have not confirmed yet.

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

- *LLHE Webinars (May and October):*
  Focused on Issue 13.1 (May 2023) and teasing Issue 13.2 (Oct 2023);
  No LLHE webinar in May because publication process is running late □ next one in October.

e. *Teacher training workshop in 2023: see Mark Critchleys's email of 13 February 2023:*
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"
□ Second half of the year

f. *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:

- LLHE 13.1 2023: The Issue is ready and was sent to De Gruyter. They will take care of the galley-proof. There is a good chance that the issue will be published in May in due time. The Issue contains 15 papers (7 from CercleS Porto conference) and 3 activity reports (Porto Conference). The other papers from the Porto Conference will be considered for 13.2. They were all papers that need major revisions.

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- Update on new editing tools and introduction by De Gruyter:
  2 meetings have been held. The next one has been scheduled for 19 April for some extra practice. The system seems complicated, but the editors hope to improve their skills in the following weeks.

Update from Secretary General / assistant:

a. Membership management: Issues? Update of membership list in December
375 members (from NAs); 23 Associate Members; 766 Subscribers, 772 all incl. admin (17.04.2023)
Ranacles would like to make a suggestion

c. Next e-bulletin No 10: Updates by all; Main focus?
send out on XX
Texts: by EC members: XX
Editing by Zaan: XX

c. Approaching of Focus Groups
Add previous FGs to an "archive" button. Check updates below
Responses:

- **FG Internationalisation** (Tom): Description in all languages on CercleS website
  Suppress some of the documents that are too old. Tom will tell Zaan what to suppress.
  + will publish in the April newsletter the date of the next meeting (+ a little text to accompany it)
- **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. No news from Manuel about this yet … Anne wrote again to Maria to know if she agrees that these groups should be placed in an 'archive' the answer concerning the FG on CLIL/EMI in HE is to wait a little more, Maria is going to contact Manuel...
- **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.
- **FG Translation:** message sent to F. Galera Porta – will wait for her response when she returns after Easter. No answer yet (on 17/04/23)
- **FG Multilingualism:** message sent to P. Skrandies. He replied on 17 Jan: '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.' ==> No news from that group...
- **FG Leadership:** Meeting at leadership meetup of 7 March.
- **FG Language Testing and Assessment:** Johann is quite 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.) so he may respond.* ==> No news from that group...

d. Next newsletter: When? Topics?
- remind members of the survey on the teaching of Ukrainian ????
- and announce the dates of next meetups and webinars

Update from Treasurer:

When Marta has the numbers for 2023, she will establish the invoices to send them.
a. Payments of members. 2022: National associations: all 13 paid. Associate members: 14 paid.

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b. Update of final balance? Bank balance on 29.11.2022: 115 499.41 EUR: →*Please put the document in the respective folder on Teams (2023 – Final budget 2022)*
c. Budget 2023: →*See document in the respective folder on Teams (2023 – Budget 2023_20230417): Discussion of suggested changements*

folders on Teams in the Folder 2023:
Anne informed Kasia from De Gruyter about the number of members (417) and the expected subscription fees. They have not yet sent the invoice. (I think they *have* sent it? Zaan)

AOB
a. P**roposition of collaboration project** offered by Dr. Elena Mizrahi. (cofunder of Virtual Exchange Center – among other activities and projects, we work with higher education institutions and organizations that represent academic staff, teachers, instructors, etc.)
They just won an **ERASMUS+ call for Virtual Exchanges** in higher education and we are preparing a new exciting ERASMUS application: https://www.eacea.ec.europa.eu/news-events/news/submissions-open-virtual-exchanges-higher-education-and-youth-eve-2023-call-proposals-2023-02-16_en.

Their proposal includes partners from HEIs in Europe, Israel and Morocco.
They would like to reach out to as many lecturers and students in higher education through their virtual exchange initiative. They are bringing together some universities as well as organizations, like https://h-inet.org/mission-statement/ - higher education in Israel network of English teachers.

b. Upcoming EC meetings (May to June)
22 May 16:30
14 June 16:00
later meetings?

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

c. Conference in Poznan - May 24-26, 2023: Short video to be done to send them.
Video message to be prepared by EC: See email by Kasia Matuszak: "I have one more question about the jubilee itself (May, 26th) - 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..

e. Suggestions for Spring e-bulletin to be prepared.

Planned action
→ **Anne** to send minutes to EC.
→ **Sabina** to send agenda and minutes to Zaan for upload.
→ **Zaan** to include in the next newsletter: …
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