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 44
22 May 2023: 16:30-18:00
Teams

Agenda

- **Approval of EC minutes No 43 / Update on action points (See minutes no 43)**

Update from President

a. Coordinating Committee meeting of 12 May 2023→ *see excerpt of slides in folder EC meeting and below in blue*

- **Discussion and decision about strategic goals May 2023 – August 2023**

Measures? What? When?
Involvement of colleagues. Who?

2-3 Strategic goals 2023-2024
Stick to strengths / USE OPPORTUNITIES (to be followed up!)
- reach out to specific groups (profile, timetables?)
(- *Teachers' online conference (from teachers for teachers) (topics to be chosen by teachers), ask for support by language centre managers)*

Measures
- Promote scholarships for conferences (also of national associations (Fees, travel costs)
- appoint contact person in every LCs (teacher) for promotion of activities

Opportunities

- direct approach to teaching staff: networking within language centres
  - identify contact persons in institutions
  - small scale meetings
  - specific meetups for specific groups: languages, roles
  - Townhall meeting for teachers
  search cooperation
- Potential pan-European impact

- Virtual exchange
- Teacher exchange

- Better visibility of the work we do across the network - what goal for communication?
  - Try to identify projects made by members and see if they can be developed more within CercleS.
  - Build on members' projects + create a CercleS Prize for students working in CercleS area and who create something valuable for LC.
  + Prize for administrative and technical staff who work (directly or indirectly) for CercleS/ our LC.
  + the journal = gives opportunities to people to publish about their research. Webinars: can engage members to speak about their research and offer trainings in different areas.

b. Support for Ukrainian LCs:

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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.
Marta said she would transfer the money today (22 May)

The report on the **survey about the teaching of Ukrainian at European universities** is ready for publication: and dissemination → *see slides in folder EC meeting and in folder Support for Ukrainian colleagues*

- a) Send to all Ukrainian colleagues on our contact list ; b) inform them about colleagues interested in further contact: interested in getting in touch with colleagues / institutions in Ukraine specialising in teaching Ukrainian as a foreign language: humanitiesacademie@ugent.be; ari.hepo-aho@oulu.fi; pia.eriksson@ulapland.fi; eim.direccio@ub.edu; eim.direccio@ub.edu; jan.heinrich.brockmann@uni-osnabrueck.de c) ask them if they would like to involve us in follow-up research
- Publish on the website under research (done)
- Sabina will also send the report to Halyna Protsyk, Head of the International Office of the Catholic University of Lviv.

c. Meetups:

Teachers' Meetup:

- Next teachers' meetups: tbd

21st June– 17:00-18:30 CET (Tom = host)

- Promotion by newsletter and contact list. Absolutely refer again to the website account

Leadership meetup run by Leadership & Management Focus Group
Host: Tom
Chair: Mark Critchley

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

- Research
  The draft questionnaire will be sent to selected colleagues for testing. The final version should be launched within the CercleS community in September.

d. Webinars and trainings

- *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.

Webinars in 2023:

- *Machine translation (June)*

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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)

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

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

  Presenters: Sigrid Behrent (Universität Paderborn) Sara Cotelli Kureth (Université de Neuchâtel); Nicolas Molle (Université de Lorraine) ; Guillaume Nassau (Université de Lorraine) ==> inclusion of another colleague from Germany who also conducted a survey on the use of MT

- **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.).

  ⇒ prepare inscription link for workshop, publish on website and in newsletter and send the link also to coordinators for promotion

- *Language Education for Sustainability* XX October
  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). There was no chance to find a date in May. Odette and Pilar suggested a date in November. This will give them more time to organise the webinar in a more accurate way. If the EC approves, they will give the exact date.

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

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

Teacher training workshop in 2023: see Mark Critchleys's input at CC meeting of 12 May 2023
start the training only after the summer break and after the introduction to the training programme in June.:
Development delayed
Survey of national associations inconclusive
Working Group to be re-constituted
Plan for an outline programme of half-day on-line workshops commencing September 2023

Check and adapt list on Teams, → define hosts and chairs
Recurring meeting links – there is one link for Leadership and Teachers' meetups and a different one for webinars.

Update from Vice President:

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- LLHE 13.1 2023: The editors have given the imprimatur, so 13.1 will be published very soon. Carmen will inform authors, the EC and scientific board members when the issue will be available online. The Issue includes 15 papers (7 from CercleS Porto conference) and 3 activity reports (Porto Conference). Anne, as general secretariat, should receive 20 printed copies in the month of June.
  Carmen and Gill have already started reviewing other papers (10 from Porto conference) that might be included in 13.2 (due in October 2023).

- Update on new editing tools and introduction by De Gruyter:
  Next meeting will be on May 26. The system should be available starting from June 2023.

Update from Secretary General / assistant:

a. Membership management: Issues? Update of membership list in December
375 members (from NAs); 23 Associate Members; 768 Subscribers, 774 all incl. admin (22.05.2023).
Suggestion from RANACLES: to officially mention that the numbers of the members are the number of members from the previous year (the number of members on Dec. 31st)
We will keep asking NAs to report their members on a particular date in April. NAs can decide if they want to use the number of members from 31 December or on a later date.

b. Special promotion of ACLES Conference scholarships? Website; Newsletter**;** Update of corresponding documents

c. Next newsletters:
23 May - Topics: Leadership meetup of 23 May; Webinar (8 June) and Workshop (12 June) on machine translation
29 May - Topics: Dates of all remaining meetups; ECML call for project proposals, Webinar (8 June) and Workshop (12 June) on machine translation (with link for registration); reminder of conference scholarships, (Tom on the Focus Group?)

d. Next e-bulletin No 10:
Main focus = Teachers' meetup; Tom to interview teachers;

- Updates from offices as in previous e-bulletins. → *See e-bulletin No 9 Dec. 2022*
  President: on outcomes of strategic discussion at CC meeting and planned follow-up by EC
  General Secretariat: include also scholarships / other means of support
  Treasurer: include updated budget 2023

Send out on 16 June
Texts by **EC members**: 8 June
Editing by **Zaan** by 13 June

e. Approaching of Focus Groups
Updates below in blue
Responses:

- **FG Internationalisation** (Tom): The description in all languages is on the CercleS website. #
- **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

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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. New message from Maria received on May 1st.

- **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. News from her at the end of April. Anne informed her that the description of the group could be changed if necessary and/ or that documents could be stored in the private area of the site reserved for the focus groups if necessary. Name of coordinator changed on website in the 3 languages
- **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 the 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 the group...

Update from Treasurer:

The member numbers for 2023 are finalised. Zaan sent the invoices to NA presidents and AMs in April.

a. Payments of members. 2022: National associations: all 13 paid. Associate members: 14 paid.

b. Update of final balance? Bank balance on 29.11.2022: 115 499.41 EUR: → **Marta** to *put the documents 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 changes*

AOB

b. Upcoming EC meetings (May to June)
14 June 16:00
Meetings after June to be discussed
Meeting in Zurich in autumn:
Suggestions to be discussed: 21-23 Sep, 28-30 Sep (Zaan in Denmark), 5-7 Oct, 12-14 Oct (CC meeting on 13th)

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

d. Conference in Poznan - May 24-26, 2023: Short video to be done to send them. To be done at next meeting.
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..

Planned action

→ **Anne** to send minutes to EC.
→ **Sabina** to send agenda and minutes to Zaan for upload.
→ **Tom** to publish in the May newsletter the date of their next FG meeting and a little text to accompany it.