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 45
14 June 2023: 16:00-17:30
Teams

Agenda

- **Approval of EC minutes No 44 / Update on action points (See minutes no 434**

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** (→ first part of discussion: EC meeting 44)

   Measures? What? When?
   Involvement of colleagues. Who?
   :
   - *Better visibility of the work we do across the network - what goal for communication? (Moves to next meeting)*
     - 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:**

ECML project: Language Teacher Training project in Higher Education for Ukraine.

On 6 June, Zaan sent out an invitation to our associate member staff and and honorary members of Ukraine to join a research meeting about the possibility of applying for an ECML project on 14 June, 12:00-13:00

CALL FOR PROJECT PROPOSALS FOR THE ECML PROGRAMME 2024-2027: Language education at the heart of democracy

Ukraine can be part of the project group of usually 3-4 partners although it is not a member of ECML yet. Not to exclude any potential input, the invitation is sent to all Ukrainian honorary members and staff with CercleS accounts of our associate member. On the other hand*, the attendance of colleagues in a managerial position would be very important for the decision-making and the planning of potential steps ahead.*

All applications must reach the ECML by 31 August 2023.

The Ukrainian colleagues present (Marian Burak, Olena Synchak, Halyna Kurochka, Marta Demchyshyn, Tetiana Kibalnikova) will meet again this Friday to specify their needs and a specific project profile. They will meet again with Sabina on 20 June, 14:00-15:00 CET to communicate the outcomes of the discussion. In case, Sabina is going to follow up and find project partners.

The project could also be handed in as a PNF project – with more freedom as for the profile of the course and the amount of money available.

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The money that CercleS paid to Olena Synchak and Marta Demchyshyn has not reflected in their accounts at all. Mariana Burak's money was received. We must follow up urgently and find the source of the issue (Tom and Marta).

c. Meetups:

Teachers' Meetup:

- Next teachers' meetup:

Wednesday 21 June – 17:00-18:30 CET (Tom to 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 meetup
  - June: Tuesday 20 June 17:00-18:00 CET (Tom to host) (Topic: future training activities)

- Research

The draft questionnaire will be sent to selected colleagues for testing by Mark. The final version should be launched within the CercleS community in September. Sabina is inviting all EC members to volunteer.

d. Webinars and trainings

Webinars in 2023:

- Feedback on the following events:

- Webinar: Who uses machine translation and how? Lessons learned in academia - Thursday 8 June.
- Workshop: Machine translation and AI in the language classroom - Monday 12 June.

- *The Language Portfolio*

14 September, 16:00-17:30 CET by David Little (confirmed to Anne)

- LLHE Webinar (26 October):

Focused on Issue 13.1 (May 2023) and teasing Issue 13.2 (Oct 2023);

- *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).
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.

- *Policy paper applied*

15 November by Ruth Tobias (outline in 41 EC meeting folder).

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

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- Plan for an outline programme of half-day online 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:

- LLHE 13.1 (2023): The Issue was published online on 2nd June 2023, just two days after De Gruyter's expected and required date. 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 are currently reviewing other papers (7 + 3 Activity Reports the Porto conference) that will very presumably be included in 13.2 (due in October 2023).
- Update on new editing tools and introduction by De Gruyter: The ScholarOne online system started in June 2023. We received three papers already but we have a pipeline of 23 from the traditional system that we are currently taking care of.

Update from Secretary General / assistant:

a. Membership management:
375 members (from NAs); 23 Associate Members; 771 Subscribers, 779 all incl. admin (14.06. 2023).

b. Next newsletters:
- Thursday 15 June with the e-bulletin (already queued, no changes possible)
- Tuesday 20 June with reminders of the Leadership meetup (20th) and Teachers' meetup (21st) and out of office / summer wishes.

c. Focus Groups: Updates below in blue)

Nothing new in that area, except the fact that the **FG on autonomy** is very active and organizes regular meetings (4 will have been organised at the end this academic year). New information has been sent by them and added by Zaan in the section devoted to that group on the site, and webinars have been recorded and added to the tube channel

- Language learner autonomy for the 21st century: definition, theoretical justification, practical implications (by David Little)
- Leni Dam's work, approach and model (by Martina Šindelářová Skupeňová)
- Dynamic model for learner autonomy (by Maria Giovanna Tassinari)

- **FG Internationalisation** (Tom): The description in all languages is on the CercleS website, and the minutes of the meetings are in the section devoted to the group on the site and information about the group in the e-bulletin.

Update from Treasurer:

The member numbers for 2023 are finalised and Zaan sent the 2023 invoices to NA presidents and AMs in April.
a. Payments of members. 2022: National associations: all 13 paid. Associate members: 15 paid.
b. Update of final balance? Bank balance on 29.11.2022: 115 499.41 EUR:
c. Budget 2023: → *See document in the relevant folder on Teams (2023 – Budget 2023_20230417)*

AOB

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a. EC meetings August - December

All to check and update CercleS EC tasks Calendar for 2023

Action points:
→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **Sabina** will follow up with Mark about conference planning.

Upcoming events:
20 June – Leadership Meetup (17:00-18:00 CET) **Tom - host**
21 June – Teachers' Meetup (17:00-18:30 CET) **Tom - host**