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

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CercleS Executive Committee Meeting No 46
29 August 2023: 16:00-17:30
Teams

Agenda

- **Approval of EC minutes No 45 / Update on action points (See minutes no 45)**

Update from President

a. Coordinating Committee meeting of 13 October 2023

Agenda:

- EC activities January – June 2023: ebulletin No 10
- Short reports on of the EC activities August – October 23
- Budget 2023 – forecast by mid-October; Budget 2024 – including application for projects, support for conference fees, research, training; call for teachers' project?
- Proposals from members
- XVII CercleS Conference
- Outlook on election process to the Executive Committee in September 2024 /Sabina / Anne to prepare based on 2022 election process), look for election officer: any suggestions? (Possible re-election in EC tbd in Zurich)
- Outlook on activities October – December 2023

Schedule:

- Invitation to be sent by 29 September: invitation, minutes of May meeting, e-bulletin No 10, Budget 2024
- Slides to be prepared by xxx

b. Support for Ukrainian LCs:

Training in Language Test Design and Validation offered by the University of Jaen 3-14 July.
The hosts offered a research grant to all three Ukrainian colleagues: each of them were funded with 1000€ from the University of Jaén, CercleS refunded the total of the traveling costs based on the budget handed in.
All three colleagues er extremely happy and satisfied with the seminar set enthusiastic emails and Marian and Marta also sent a report. *(see* folder "Support for Ukrainian colleagues" "Support for Seminar at University of Jaen)", "Reports". Mariana and Marta and Olena would also be willing to write as shorter report or give a talks, etc. on the outcomes of the seminar and the impact on their development of a testing system for Ukrainian as a foreign language.

Project applications to foster development of a test for Ukrainian as a foreign language
(see folder "Support for Ukrainian colleagues" – "Project applications – testing Ukrainian": "Ukrainian Profile Project"; "Standardized Ukrainian Language Proficiency Assessment")
→ *I have asked for an executive summary including an application of expert and/or financial support by Cer*cleS

Summer School in Lviv
Anne to report on her stay at the Summer School for English at UCU.

ECML project: Language Teacher Training project in Higher Education for Ukraine. Ukraine will be part of the project group of usually 4 partners although it is not a member of the ECML yet. An application for a 3-year project will be submitted under the title "Boost your language teaching skills as activator, coach and evaluator".

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Additional project activities to be financially supported by CercleS. All applications must reach the ECML by 31 August 2023.

Project outline: The main objective of the project is to equip teachers in Higher Education with the tools necessary to navigate the challenges of the 21st century classroom. This will empower them to recognize, assess, and reflect on their interdisciplinary or transversal skills, thereby further developing their teaching practices in the language classroom.

When it comes to the main teaching roles, the project focuses on the three roles – activator, coach, and assessor – to address the diverse responsibilities and skills required for effective language teaching. Based on the principles of constructive alignment, specific attention will be given to digital and formative assessment, and the fostering of autonomous language learning.

Teachers will have access to (recorded) webinars, workshops, online resources, and exemplary best practices. Naturally, resources on related topics on the ECML website will be cross-listed.

While addressing language teaching education in Europe in general, this project aims to contribute to the advancement of language education practices in Higher Education in Ukraine.

The project group met on 28 August to discuss the project application and division of roles. If the application won't be approved, another option is that the project could also be submitted as a PNF project – with more freedom as for the profile of the course and the amount of money available. Project coordinator: Sabina; Website correspondent: Barbara Sawicka; Second language documentalist: Julia Zabala Delgado; Communication officer: Marta Demchyshyn; Associate partners: Tetiana Kibalnikova: Translator of project materials into Ukrainian (lump sum to be defined at a later stage); Anne Chateau: offer expert counseling in the field of autonomous learning; do the final editing of project materials translated into French.

c. XVII CercleS Conference: see Mark's email from 16 August:

Email from Mark: "We have prepared a holding page for the CercleS 2024 conference: CercleS 2024 - Durham University.This for the moment is hosted on the University website (and linked to our registration and payment system). This does unfortunately mean we have the University headers, so I may change this. But as an initial holding page it will serve a purpose. If there is any other information you wish us to include at this stage please let me know. Otherwise, we intend to have full information available, including further details on venues and accommodation in early October, ahead of issuing a Call for Papers by 31 October 2023."

Feedback to Mark:

→ Invite him to November meeting, 21 November, 16:30-17:00 (confirmed by Mark

→ Suggestion to be sent to the Conference Organisers: Invitation of Brian North as keynote speaker on "Pioneering & Supporting Innovation in Language Education: The CEFR / CEFR Companion Volume" and also have a workshop linked to the topic.

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d. Meetups:

Leadership Meetups run by Leadership & Management Focus Group:

Host: Tom, Chair: Mark Critchley

- Dates of upcoming Leadership meetups:
  - Tuesday 19 September 2023 17:00-18:00 CET (Chair: Tom & Sabina)
  - Tuesday 10 October 2023 17:00-18:00 CET
  - Thursday (!) 9 November 2023 17:00-18:00 CET
  - Tuesday 12 December 2023 17:00-18:00 CET

Mark will think of suitable topics to be announced.

Teachers' meetups

Host: Tom, Chair: Tom

Tom to promote it by contact list of those who have previously attended.

- Dates of upcoming Teachers' meetups
  - Monday 25 September 17:00-18:00 CET
  - Tuesday 17 October 17:00-18:00 CET
  - Thursday 16 November 17:00-18:00 CET
  - Wednesday 13 December 17:00-18:00 CET

Research

The draft questionnaire was sent to selected colleagues for testing by Mark on 9 July, a reminder email was sent on 21 August. The final version should be launched within the CercleS community in October.

d. Webinars and trainings

Webinars in 2023:

Feedback on the following events:

- *Follow-up of Webinar/Workshop on machine translation*

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

- LLHE Webinar:

Thursday 26 October, 16:00-18:00 Focused on Issue 13.1 (May 2023) and teasing Issue 13.2 (26 Oct 2023)

- *Language Education for Sustainability*

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. (Because we already have a webinar on 15 Nov, **Carmen** to suggest to them that it should be in the **second half of November**)

Carmen sent an email to them and asked for an update on this issue. No answer until now. Maybe we should cancel this event? Or put it off to 2024?

- *Policy paper applied*

15 November 16:00-17:30 by Ruth Tobias: 3 case studies of international cooperation (updated outline to be sent in October). Ruth would prefer registration and materials (project profiles) to be sent to participants beforehand.

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- *Teacher training workshop in 2023: see Mark Critchleys's input at CC meeting of 12 May 2023*
  - Plan for an outline programme of half-day online workshops commencing September 2023: postponed by Mark due to urgent other duties

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 13.2 (2023): The Issue has been compiled and sent to De Gruyter. It will include 12 papers (4 from the CercleS Porto conference) and 3 activity reports (Porto Conference) and it's due in October 2023. Anne, as General Secretariat, should receive 20 printed copies in the month of October/November 2023. **Anne/Sabina** to please inform Carmen when they arrive.
  Carmen and Gillian will soon take care of all the papers they received on Scholar One, the new online system. The papers will be considered for Issue 14.1 (May 2024) and 14.2.2024 (October 2024).
- Call by RecLeS: (see document *The Future of Language Education in an Increasingly Digital World: Embracing Change: Selected Papers* in 46 EC meeting folder*): Mail by Ana* **Gonçalves**: We would like to send out the CfP for the publication in early September and would like to send you our proposal for any suggestions/recommendations you may have. Therefore, please find attached the CfP and Full Paper Template. Our idea would be to maintain the same scientific committee we had for the conference; invitations for this committee will also be sent out in early September. The final result to be published in December would be something similar to this - https://recles.pt/images/Documentos/Languages&Market_Proceedings.pdf
  Zaan has created a news post for this on the website.

Update from Secretary General / assistant:

a. Membership management:
375 members (from NAs); 23 Associate Members (University of Dhaka in Bangladesh, The Association of Language Centres in Hong Kong, and the University of Bucharest Foreign Languages Center, Romania will not renew membership); Website subscribers: 792 all incl. admin (29.08.2023).
Zaan sent a list of website subscribers per NA and institution, so that NA presidents can follow up and encourage members in their NAs to subscribe.

b. Next newsletter:
Suggestions?
Maybe short report on summer camp by Anne and/or seminar on testing by Mariana and Marta (optino: link to text to be published on website)
Promote next Teachers' meetup, Leadership meetup, CercleS online talk on 14 September
Refer to the NEWS page on website with calls (ReCLes, French Association for Research in English Learning and Teaching, CELELC Conference, International Conference "Innovation in Language Learning")

c. Focus Groups:

Anne will send a reminder to the FGs in September to remind them to send information/documents for the website related to their FGs, and to let us know if the FGs are still active.

Update from Treasurer:

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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. Payments of members, 2023:
National Associations: only SERMO has not paid. Zaan sent a reminder to Lucyna on 22 Aug.
Associate members: 11 have paid, 3 indicated they will not be renewing membership (University of Dhaka, Bangladesh, The Association of Language Centres in Hong Kong, and the University of Bucharest Foreign Languages Center), and 1 is exempt from fees for 2023 (Ukrainian Catholic University). 10 have not paid (Zaan sent reminders on 22 Aug). KTH is especially problematic because they want a physical invoice. They did not receive/collect the one sent on 4 May by registered letter, so Zaan sent another one last week, again by registered letter.

AOB

a. EC meetings September – December
Online via Teams
Tuesday 26 September 16:30-18:00
Tuesday 21 November 16:30-18:00
Tuesday 19 December 16:30-18:00

In-person
12-14 October – in Zurich (CC meeting on 13 October)
See in the folder **2023 > CC meeting October 2023**, Excel sheet.
CercleS EC travel plans Zurich October.xlsx
@ Marta: Please add your travel information as soon as possible.
(The precise train or flight number is not the most important, but days of arrival and departure are of course necessary sooner rather than later so that we can make plans for accommodation and programme.)
Send documents for refund for the travel costs to Marta; CercleS will pay the accommodation directly.

Schedule:
Thursday, 12 October
Lunch at University Restaurant: 12:30-13:30
EC meeting: 13:30-14:30
14:30 – 16:30
Visit of Language Centre, meetings (with management team; Self-Access Centre heads) tbd
16:30- … Walk and dinner in Zurich

Friday, 13 October
CC meeting: 09:00-13:00
Travel to Basel, Visit and dinner in Basel

Saturday, 14 October
Daytrip to the mountains

a. All members of the EC to test the survey sent by Mark

b. CercleS Executive election process to be discussed at next EC meeting: Tuesday 26 September 16:30-18:00

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

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Action points:

→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **Anne/Sabina** to please inform Carmen when the 20 printed LLHE 13.1 copies arrive
→ **Anne** to send a reminder to the FGs in September to remind them to send information/documents for the website.
→ **Marta** to please add her travel details to Zurich in October on the sheet in Teams

Upcoming events: