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

University of Zurich UZH
Language Center of UZH
and ETH Zurich
Rämistrasse 71
CH-8006 Zürich
tel. +41 44 634 52 80
e-mail: sabina.schaffner@sprachen.uzh.ch
website: http://www.cercles.org

CercleS Executive Committee Meeting No 47
26 September 2023: 16:30-18:00
Teams

Agenda

- **Approval of EC minutes No 46 / Update on action points (See minutes no 46)**

Update from President

a. Coordinating Committee meeting of 13 October 2023

Agenda:

- Final discussion of the draft: see folder on Teams, 2023, CC meeting October 2023 (Nota bene: budget 2024 to be discussed. See Update from Treasurer)

Schedule:

- Invitation to be sent by 29 September: invitation, minutes of May meeting, e-bulletin No 10, Budget 2024
- **All** to finish updating their slides by morning of Saturday 7 October. Please add your slides on the draft on Teams, CC meeting, October 2023

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 sent enthusiastic emails and Mariana and Marta also sent a report. *(see* folder "Support for Ukrainian colleagues" "Support for Seminar at University of Jaen)", "Reports". "Summaries"

Project applications to foster development of a test for Ukrainian as a foreign language

b. Next newsletter:

→ *Apart from the summary, they have sent information about the preparation process as follows:*

Mariana reached out to Dr. Sawicka and Dr. Delgado to discuss NULTE opportunities with them and is waiting for their response.

Meanwhile, the project teams are working intensely on the test itself and meeting weekly to discuss our progress. Now that we have aligned our test with the standards we learned in Jaen, we have scheduled a meeting with Dr. Cruz (University of Jaen) next week and Dr. Bradshaw (Cambridge Assessment) in early October to discuss the updated version of our test, questions we still have, and to prepare the test to the first piloting stage.

Regarding financing, Mariana tried to find some resources in North America, and almost succeeded but when they learned the test would be aligned with CEFR they lost interest. Mariana is almost sure that the European institutions mentioned in our project will agree to provide their support free of charge. But otherwise, we are still considering other options.

Her next goal is ALTE itself and Marina hopes to get support in the process.

Apart from that: an application for associate membership of the UCU School of Ukrainian Language and Culture was sent to Anne.

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ECML project: Language Teacher Training project in Higher Education for Ukraine. Ukraine should be part of the project group of 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 facilitator, coach and evaluator".
The application was submitted on 31 August 2023. We will learn in November whether the proposal was accepted.

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.

Project coordinator: Sabina Schaffner; 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 in future); Anne Chateau: offer expert counseling in the field of autonomous learning; will do the final editing of project materials translated into French.
To be discussed: Financial support offered to both Tetiana and Anne: Suggestion by Sabina: Euro 2000 / person. → Euro 4000

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

Sabina sent Mark feedback on the holding page for the CercleS 2024 conference: CercleS 2024 - Durham University, thanking him for the page and saying that we will wait to promote it when the site has some more details. She also enquired about the languages in which the information will be shared and suggested to invite 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.

→ Mark will attend the November EC meeting, 21 November, 16:30-17:00 (confirmed)

d. Meetups:

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

- Dates of upcoming Leadership meetups:
  - 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

Feedback on meetup of 19 September

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
  - Tuesday 17 October 17:00-18:00 CET
  - Thursday 16 November 17:00-18:00 CET
  - Wednesday 13 December 17:00-18:00 CET

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Feedback on meetup of 25 September
Tom

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. *No more news.*

d. Webinars and trainings

Webinars in 2023:
Feedback on the following events:

- *Follow-up of Webinar/Workshop on machine translation: any ideas?*

- *The Language Portfolio: feedback on the talk:*
  14 September, 16:00-17:30 CET by David Little

- LLHE Webinar:
  Thursday 26 October, 16:00-18:00 Focused on Issue 13.1 (May 2023) and teasing Issue 13.2 (26 Oct 2023). The authors have been identified. They have accepted the invitation with pleasure. The articles selected are:

1. **Using Google Docs for guided Academic Writing assessments: Students' perspectives**
   (Francesco Screti, University of Lausanne);
2. **Digital storytelling as practice-based participatory pedagogy for English for Specific Purposes.**
   (Margarida Morgado and Tanja Vesala-Varttala, Instituto Politécnico de Castelo Branco, Haaga-Helia University of Applied Sciences, Helsinki; Tanja will be interviewed);
3. **Is Individual Competition in Translators' Training Compatible with Collaborative Learning? The Case of the MTIE Translation Award**
   (Laura Tallone, Sandra Ribeiro, and Alexandra Albuquerque, ISCAP, Polytechnic of Porto; Alexandra will be interviewed)
4. **Dialogic co-creation in language teaching and learning: a personal experience**
   (Henry Finch, Technical University of Darmstadt).

- *Language Education for Sustainability*

Odette and Pilar will soon suggest a date in the second half of November. So, the organisation is still in progress.

- *Policy paper applied*

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

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. As already announced, it will include 12 papers (4 from the CercleS Porto conference) and 3 activity reports (Porto Conference) and it's due in October 2023. Carmen and Gill should receive the manuscript compiled for the final approval and Imprumatur.

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- 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 have started taking 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*):* Carmen informed Anne that there is approval from the CercleS EC. The call is also 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: 797 all incl. admin (26.09.2023).
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.

Associate Membership applications received:
UCU School of Ukrainian Language and Culture, Ukraine (Nazar Danylkiv) - application form in this meeting folder on Teams
University of Rhode Island Department of Modern and Classical Languages and Literatures (Kayla Soares) - application form expected on Monday or Tuesday

b. Next newsletter:
Continued support for Ukraine, with feedback from the 3 colleagues who went to Jaen, and from Anne and Doris – the UCU Summer School. **Date to be sent?**
Next Newsletter
Suggestions for content: Information on Teachers' training week? Other?

Interesting info discovered by Zaan:
For our last newsletter, **a third** of recipients opened the newsletter, and only 9% of people clicked it, while 5 unsubscribed.

c. CercleS Executive election process *2024 (see folder on Teams, 2024, Executive Committee elections: Call for elections 2024)*

Timeline Elections to CercleS Executive Committee 2024

- Recruiting Election Officer: 30 October 2023
- Briefing of Election Officer: mid-November 2023
- Sending out Call by Election officer / General Secretariat: end of November 2023
- Reminder of Call to be sent to National Associations: January 2024
- Online information talk on offices by EC: January 2024
- Deadline nominations: 3 May 2024
- Information about nominees to be sent out to national presidents: end of May 2023
- Letter by Election Officer to be sent to nominees about preparation at the CC meeting in September // or online talk for National Presidents / Associations in early July: to be sent by the end of May 2024

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d. Teachers' training week in June 2024: CercleS/RANACLES teacher training session in Nancy: Tuesday 11 to Friday 14 June 2024. Tom to present more information with a view to giving more details at the CC meeting. The approximate price for training and accommodation is €400 per person.

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, 2023:

National Associations: SERMO has paid. Zaan sent the invoices for the second instalments to ACLES and RANACLES last week.

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 in August. They acknowledged receipt of this invoice last week and Ida Pinho will take it up with their finance department.

b. Budget 2024 Draft: to be put on Teams in the EC meeting file

***Suggestion to integrate the following special budget* items to be discussed at the CC meeting**:

Variable costs

-**Contributions to conferences / activities: 16'000 Euros**

⇒ sponsoring of CercleS Conference fee: Euro 100 / person. →Euro 2000
⇒ sponsoring of CercleS Conference travel fees: Euro 80 / person. →Euro 1'600
⇒ Prize for CercleS projects: Euro 500 / project. →Euro 2500
⇒ Contribution to ECML project work: Euro 2000 / person. → Euro 4000
⇒ Contribution of national associations contributing to professionalisation: Euro 3000 / person. →6'000

AOB

a. EC meetings September – December

Online via Teams

Tuesday 21 November 16:30-18:00
Tuesday 19 December 16:30-18:00
Anne to please send links to the upcoming EC meetings in Nov and Dec

In-person

12-14 October – in Zurich (CC meeting on 13 October)
See in the folder **2023 > CC meeting October 2023**, Excel sheet. *Please add updates*.
CercleS EC travel plans Zurich October.xlsx

Action points:

→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **Anne** to please send links to the upcoming EC meetings in Nov and Dec
→ **All** to check and update CercleS EC tasks Calendar for 2023
→ **All** to complete their slides for the CC meeting by the morning of Saturday 7 October
→ **Anne/Sabina** to please inform Carmen when the physical copies of the LLHE arrive

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Schedule of EC and CC meeting in Zurich:
Thursday, 12 October
Welcome Coffee at the LC: 09:30-10:30
Visit of the Self Access Centre at ETH Campus; meeting with Anna Dal Negro
Lunch at University Restaurant: 12:30-13:30
EC meeting: 13:30-14:30
14:30 – 16:00
Visit of Self-Access Centre in the University Law building (including visto of the Calatrava library)
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:
By train from Zurich to Rigi Kaltbad
Walk to Rigi Kulm
From Rigi Kulm to Vitznau by Cable Car
From Vitznau by ship to Lucerne
Walk in Lucerne, dinner also there or in Zurich