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

Le Président
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Der Präsident

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CercleS Executive Committee Meeting No 48
12 October 2023: 14:00-15:00
University of Zurich, KOL G-210

Agenda

- **Approval of EC minutes No 47 / Update on action points (See minutes no 47)**
  The minutes are approved

Update from President

a. Coordinating Committee meeting of 13 October 2023
Agenda:

- Review slides and schedule of meeting

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

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
Feedback on Meetup of 10 October (Mark missing)

Sabina told Mark that Marion Sadoux (University of Oxford) was willing to do a presentation on the topic and initiate a discussion.

b. Webinars and trainings

- LLHE Webinar: any update?
  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 by Mia);
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).

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Carmen will send the programme soon.

- *Language Education for Sustainability: update*

Odette and Pilar will soon suggest a date in the second half of November. So, the organisation is still in progress. They asked CercleS to join their workshop on Unitar instead on Friday 24th November (see mail sent by Carmen on Sept. 26) or they can do their webinar in January.

Update from Vice-President:

- Carmen would like to find other reviewers for LLHE. The question will be raised at the next CC meeting, asking NA presidents to suggest names.

Update from Secretary General / assistant: (Tom)

a. **Membership management: any news?**
Total: 401 → 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); 3 Honorary members.
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. To be raised at CC meeting?

b. **Next newsletter:**

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. To be raised at CC meeting: add to slides

November Newsletter: date?

Content:

- *Meetups in November and December*
- *Webinar 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 out beforehand. *Webinar Policy paper applied*

- Other?

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.

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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 - Carmen suggests Gillian Mansfield / Sabina suggests Regina Mügge. **Carmen** will ask Gillian.
Regina Mügge would accept with pleasure to be the Election Officer. She asked about the refund of traveling and hotel expenses. Sabina suggests that CercleS will cover these expenses of the Election Officer and also covers the Conference fees and the fees for the Conference Dinner.

- Briefing of Election Officer: mid-November 2023
- Sending out Call by Election officer / General Secretariat: end of January 2024 (Anne feels November is too early and January is better)
- Reminder of Call to be sent to National Associations: March 2024
- ~~Online information talk on offices by EC: January 2024~~ (No, but we wil include in the call that nominees can contact members of the EC if they have any questions)
- Deadline nominations: 3 May 2024
- Information about nominees to be sent out to national presidents: end of May 2024
- 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

c. 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. Tom presents the schedule. The theme will be related to AI. The issue of scholarships needs to be discussed at a future meeting. Tom would like to ask for a subsidy for this event (5000 euros). This will modify the budget.

Update from Treasurer: any updates?

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.
Associate members: 12 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

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: see separate programme in folder of EC meeting.

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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

Schedule:
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

Action points:
→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **Sabina** to inform Mark about suggested topic for one Leadership meetup