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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CercleS Executive Committee Meeting No 49
21 November 2023: 16:30-18:00
Teams

Agenda

- **Approval of EC minutes No 48 / Update on action points (See minutes no 48)**

Update from President

a. XVII CercleS Conference: with Mark Critchley

- **Catching up:** 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.
- **Minutes Coordinating Committee meeting:**

- Multilingual conference: AR, CH, DE, EN, ES, FR with interpreting
- 3 of 4 keynote speakers identified (UK government; Inter-cultural competence; English language; Application of technology and Artificial Intelligence)
- Call for Papers to be issued by 31 October 2023: oral presentations and workshops
- 8 parallel sessions; Poster session for students and early-career academics
- Sessions for EC & CC meetings and Focus Groups on 11-12 September
- Outline of programme, including proposals for keynote speakers and Call for Papers to be circulated around 20 October to CercleS EC for approval
- Delegate rates to be proposed around 31 October 2023 for approval; supported places scheme to be in place
- Conference venue: Teaching and Learning Centre, Durham University
- Welcome Reception: Durham Castle
- Conference Dinner: Ramside Hall Hotel

Agenda

- **Website**
- **Scientific Committee**
- **Call for Papers:** CfP available in AR, CH, DE, EN, ES, FR, and IT
- **Keynotes (Update):**

Matt Brown, UK Department for Skills, Innovation and Technology (or similar alternate), on behalf of the cross-Government Languages Group, to speak on the view of the importance of multilingualism to different branches of UK Government – *note this group has started to engage very closely with different parts of the UK HE languages community on matters of policy*

Dr Maria Manuela Guilherme, University of Coimbra, to speak on a topic related to intercultural competence and cultures in contact – *Dr Guilherme and the University of Coimbra coincidentally and separately have links with Durham University*

Professor Suresh Canagarajah, College of the Liberal Arts, Penn State University on the topic of World Englishes and Linguistic Ideologies

Speaker tbc on the role and impact of AI and machine learning on language education (possibly Dr Mirjam Hauck, Open University or Professor Kate Borthwick, University of Southampton, current President and Vice President of EUROCALL – but we are looking at alternatives as well)

- *feedback by EC at least one keynote in a language rather than Englisch*

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- **Programme formats**
- **Budget: according to approval by Coordinating Committee:**
  a) Sponsoring of Cercles **Conference fee** (100 EUR x 200) = **20,000 EUR**;
  b) sponsoring of Cercles **travel fees** (80 EUR x 20) 1,600.00 EUR

Input by Mark Critchley, 20 November 2023:
I have outlined **two budget scenarios**,

- **one of which assumes €2 000,00 support from CercleS**, matched by a similar amount from AULC;
- the **second with €10 000,00 support from CercleS** matched by €2 500,00 from AULC.

In both scenarios, this also assumes £10 000 of external sponsorship secured by Durham University/AULC. We are working on a similar level of attendance as Porto (250-300 registrations). Durham University staff will be allowed to register without charge, costs underwritten by Durham University.

The budget rates at present do not include an allowance for on-line registration. We do plan to have on-line registration, and if we have 150 on-line registrations across the conference, we can reduce the required contribution by >€5 000,00.

Please note that none of the above includes any additional supported places scheme (e.g. bursaries) to attend the conference.

In practice (and mainly stated here to reassure AULC colleagues), Durham will underwrite the conference, and will not request financial underwriting by AULC. Indeed some if not all of the AULC contributions will themselves also be met by sponsorship and exhibitor packages.

Durham will also need to underwrite exchange rate loss and fluctuations. We will charge delegates from outside the UK in Euros, and delegates from within the UK in Pounds. The current rate is £0.88 = €1,00; or £1.00 = €1,14.

- **Schedule of CercleS meetings**: EC meeting; Coordinating Committee Meeting; General Assembly (should we add an in-person Teachers' meetup here?); handover meeting between current and newly elected Executive Committee

b. Meetups:

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

- Dates of upcoming Leadership meetup:
  - Tuesday 12 December 2023 17:00-18:00 CET
- Feedback on Meetup of 9 November
- Mark is going to host the meetups until spring 2024 and is going to step down as a coordinator of the Focus Group on Management and Leadership in September 2024 when he will also step down as president of AULC.

Teachers' meetups
Host: Tom, Chair: Tom
Tom to promote it by contact list of those who have previously attended.

- Feedback on Meetup of 16 November

- Dates of upcoming Teachers' meetup:
  - Wednesday 13 December 17:00-18:00 CET

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c. Webinars and trainings

- **Feedback on LHE Webinar**: of Thursday 26 October

- **Language Education for Sustainability: 24 November 2024, 16:00 CET**
  Input about CercleS by Carmen: Topics? → Sabina has prepared slides for Carmen to share
  Number of registrations: 30 people registered on 17 November
  Recording will be available.
- **Feedback on Policy paper applied - Best-practices on COIL formats**
  Wednesday 15 November, 16:00-18:00 CET

Follow-up ideas:

→**CercleS Speed-dating event** for CercLeS members interested in COIL with experienced colleagues

→**Email by Ana Beaven,** Centro linguistico die Ateneo, Università di Bologna, 16 / 111 / 2023:
I would like to follow up on the "speed-dating" event suggested by Johannes Fischer, informing you about this "partnering fair" organised by UNICollaboration for anyone looking for COIL/Virtual Exchange partners. It will take place online on December 13th, 14.30-16h CET. To register, please go to https://www.unicollaboration.org/index.php/2023/11/13/winter-partnering-fair/
The event is not just for language teachers, but I think it can be a good starting point in view of something more specific in 2024.

- **Ideas for new webinars / workshops for 2024: January / February – July** (to be continued at EC meeting of 19 December)

- **Schedule Leadership and Teachers' meetups 2024 (**to be continued at EC meeting of 19 December)

Prepare new list of CercleS talks on Teams for 2024 → define hosts and chairs
Recurring meeting links – there is one link for Leadership and Teachers' meetups and a different one for webinars.

Follow-up of discussion at CC meeting: Exchange among National Associations on opportunities and measures: (to be continued at EC meeting of 19 December)

Summary of main points

- We will try to mobilise the Focus Groups again and ask them for schedules.
- We shall continue offering our activities and keep promoting them and involve more people in the promotion.
- We need to design the CercleS prize(s): target group, focus, promotion and assessment
- It is a good idea to have an in-person Teachers' meetup at the conference in Durham in 2024.
- We will keep the CC members posted on further developments and welcome any suggestions regarding the topics discussed in the meantime.

Update from Vice-President:

- LLHE 14.1: Gillian and Carmen have started preparing the new issue that should be ready by February 2024 and online in May 2024. They are in the reviewing process steps.
- Scholar 1 online system: Carmen is gradually getting used to the system. There are many details to be learned but for several aspects the organization tends to be smoother.

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- New reviewers: LLHE has 6 new reviewers thanks to the input by Anne (3 reviewers for RANACLES), Stefanie (2 reviewers for SSH-CHES-CSUS), and Mia (1 reviewer for FINELC). The editors would like to reorganize the editorial board in terms of tasks (assistant editors; Scientific Committee; reviewer).

Update from Secretary General / assistant:

a. Membership management:
Total: 401 → 375 members (from NAs); 23 Associate Members; 3 Honorary members.
Website subscribers: 828 all incl. admin (20.11.2023).

- Finnish University of Applied Sciences wants to join as Associate members (Mia)

b. Next newsletter: / bulletin
December Newsletter: tbd / together with bulletin
Focus and schedule of December bulletin: COIL and Teachers' Conference?

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:

- Briefing of Election Officer Regna Mügge: 15 November 2023
- Sending out Call by Election officer / General Secretariat: end of January 2024
- Reminder of Call to be sent to National Associations: March 2024; Anne and Sabina to prepare translations into French and German
- 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

a. Teachers' training week in June 2024: CercleS/RANACLES teacher training session in Nancy: Tuesday 11 to Friday 14 June 2024. The approximate price for training and accommodation is €400 per person. The programme is focused on AI. The issue of conference scholarships needs to be discussed at a future meeting.
At CC meeting of 13 October, a contribution by CercleS to the budget of the event of €5000 should be counted in.

b. Update from Treasurer:

a. Payments of members, 2023:
National Associations: All NAs have paid their first/only invoices. Zaan sent the invoices for the second instalments to ACLES and RANACLES. RANACLES has paid the second instalment.
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's Ida Pinho received their invoice sent by post in August, and will take it up with their finance department.

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AOB

a. EC meetings in December
Online via Teams
Tuesday 19 December 16:30-18:00

Issues for Agenda:

- design the CercleS prize(s): target group, focus, promotion and assessment (to be communicated in January newsletter)
- Information about schlarshops CcercleS Conference
- Information about support for projects and events (see budget 2024)

Action points:
→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload