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 50
19 December 2023: 16:30-18:00 on MS Teams

Agenda of the meeting

- **Approval of EC minutes No 49 / Update on action points (See minutes no 48)**
-

Update from President

a. XVII CercleS Conference (minutes of last EC meeting and updates)

- **Scientific Committee**
  Currently, there 20 reviewers and organisers anticipate 6-8 papers per reviewer. Most reviewers are from Durham and reflect the language diversity of the conference. Sabina is a reviewer as CercleS representative, but on the list is space for 2 more reviewers from CercleS (the EC or the wider community).
  EC reviewers: Sabina, (Anne. Carmen if needed)
  Call for Papers: CfP available in AR, CH, DE, EN, ES, FR, and IT
  At this stage, the 7 conference languages are Arabic, Chinese, English, French, German, Italian and Spanish, but one may be dropped depending on abstracts received.
- **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* – **confirmed that someone from the Department will speak**
  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* – **confirmed**
  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) – **maybe a German educational technologist from Oldenburg University (to have a keynote in a language other than English)**
- *feedback by EC at least one keynote in a language rather than English*
  It would be possible for Dr Maria Manuela Guilherme to speak in a language other than English.

Keynotes – update sent by email on 18 December 2023

1. Cross-Government Languages Group – *The importance of a multilingual approach to the business of the UK Government* (a strategic cross-Departmental group linked to Civil Service Languages Network - GOV.UK (www.gov.uk))
2. Professor Olaf Zawacki-Richter, Dean of the Faculty of Education and Social Sciences and Director of the Center for Open Education Research (COER), Universität Oldenburg – *Results of an updated (2023) systematic review of research on artificial intelligence applications in higher education* (Dr. Olaf Zawacki-Richter // Universität Oldenburg (uol.de))
3. Professor John O'Regan, Vice-Dean (International), University College London - *Global English, political economy, and linguistic ideologies* (John O'Regan Profile | University College London (ucl.ac.uk))
4. Professor Manuela María Guilherme, Centro de Estudos Sociais, Universidade de Coimbra - *Global debates, local challenges: interculturally responsible academia* (Maria Manuela Guilherme (uc.pt))

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

The titles are of course provisional, as is the running order. Professor Zawacki-Richter's address will be given in German, with interpreting available into the other languages of the conference. Professor Guilherme's address will be in either Spanish or English. Other keynote talks will be delivered in English, with interpreting available.
The chair of the cross-Government Languages Group is coordinating possibly two speakers to talk about different examples of work across two different arms of UK Government (possibly Foreign Affairs and Health). Due to uncertainties that exist in scheduling and availability, names will therefore be confirmed in due course.

- **Programme format**

Conference Thursday 12 to Saturday 14 September 2024

Wednesday 11 September
- EC meeting (TBC) and CC meeting (14:00-17:00)
- Lunch for those who arrive on Wednesday
- Dinner for members of EC and CC

Thursday 12 September
- **Morning**: Focus Group meetings. Mark will write to the FG coordinators this week.
- Lunch for FG participants
- Registration desk opens on Thursday morning
- **Afternoon**: conference starts at 13:00
- Opening ceremony, first keynote, parallel sessions
- **Evening**: welcome reception at Durham Castle

Friday 13 September
- Morning: second keynote, parallel sessions
- Afternoon: third keynote and parallel sessions
- CercleS General Meeting (will be hybrid) + Handover ceremony
- Conference dinner at a hotel (transport to be arranged)

Saturday 14 September
- Morning: fourth keynote, parallel sessions
- Handover meeting Executive Committee
- Closing ceremony
- Lunch
- Post-conference trip to Beamish open-air museum

- **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

Budget defined at EC meeting:

€10 000,00 support from CercleS matched by €2 500,00 from AULC.

Comments:

- 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 online registration. We do plan to have online registration, and if we have 150 online registrations across the conference, we can reduce the required contribution by >€5 000.
- Any additional supported places scheme (e.g. bursaries) to attend the conference are not included.

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

- 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.

- **Travelling subsidy: 100 subsidies at 100 euros**. Practicalities? receiving and processing all the requests. (Taxes?)

Scholarship information to be published on CercleS website: subsidy of fee and travel subsidy

- Travel plans EC?

Hotels /recommendation by Mark)

Radisson Blu

£139.00/night B&B for sole occupancy
£149.00/night B&B for twin / double occupancy

Marriott

£156.00/night B&B for sole occupancy
£166.00/night B&B for twin / double occupancy

If you can let me know which option you prefer, or if you wish me to look at an alternative, we can make a holding reservation, and then send you the link to confirm the booking by payment.

Current details on travel and accommodation for the conference can be viewed on our CercleS 2024 conference website: Travel and Accommodation - Durham University, including links to hotel information and flight options. There is University College accommodation also available at £63.00/night p/p B&B at Collingwood College for those on a budget.

b. Meetups:

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

- Feedback on Meetup of 12 December, 17:00-18:00 CET
  About 5 or 6 people attended. We should schedule a discussion about meetups for the next year. Perhaps fix some topics for the sessions – which will give it more purpose and structure.
- 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 13 December, 17:00-18:00 CET
  We should schedule a discussion about meetups for the next year. Perhaps fix some topics for the sessions – which will give it more purpose and structure.
  Next meetup theme "Resource catalogues" with presentations by eg Anne and Arianna Mamoli

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

c. Webinars and trainings

- **Feedback on Language Education for Sustainability: 24 November 2024, 16:00 CET**
- Materials regarding **Policy paper applied - Best practices on COIL formats on Teams Wednesday 15 November, 16:00-18:00 CET**

Follow-up ideas:
→ **CercleS Speed-dating event** for CercleS members interested in COIL with experienced colleagues

- **Ideas for new webinars / workshops for 2024: January / February – July** (to be continued at EC meeting of 19 December)
  At the end of May: LLHE webinar (focus on Oct 2023 issue, tease next issue)
  At the end of October: LLHE webinar (focus on May 2024 issue, tease next issue)
  Based on the interest in the machine learning webinar, we could have another one on the topic, perhaps sharing best practices - AI in language education in HE.

Zaan circulated a call for presenters for a webinar on this topic. No feedback received yet.

- **Schedule Leadership and Teachers' meetups 2024: see above**

Leadership meetups – suggestions by Mark:

16 January 2024	Supporting staff appraisal and development
20 February 2024	Future-proofing classroom-based language teaching
26 March 2024	Research in Language Centres
14 May 2024	Languages, politics and social justice: the role of Language Centres
25 June 2024	Income generation

These are all Tuesday 17:00-18:00 CET (16:00-17:00 GMT). Do any of them clash with other planned catch ups, or the Teacher meetups?

I have suggested some topics for discussion. We can change the order (and the topics) as required.

I would prefer to hand over the convenorship of the Management & Leadership Focus Group before the summer, but equally I am happy to convene the Leadership meetups until June 2024 as part of a handover.

Teachers' meetups. Dates tbd
30th January theme "Resource catalogues" with presentations by eg Anne and Arianna Mamoli arianna.mamoli@unil.ch, Lausanne, Italian teacher

Prepare a 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:
Summary of main points

- We will try to mobilise the Focus Groups again and ask them for schedules. Any ideas?

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

- We shall continue offering our activities and keep promoting them and involve more people in the promotion. Any ideas?
- 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: any suggestions?
- **And:** Information about 2024 Scholarships or activities of national associations on website and in news section (see budget 2024)

Update from Vice-President:

- LLHE 14.1: Gillian and Carmen are fully immersed in the process of reviewing the 55 papers they have received so far. Many have been rejected due to low quality of content. There will still be enough papers to be included in 14.1.2024. Dominique has prepared new guidelines for the authors. We hope they will respect them. This makes the reviewing process easier.
- Scholar 1 online system: Better and better for Carmen but it still takes time.
- New reviewers: The reviewers have started their commitment. Some of them have just sent their reviews to the editors of the first two papers.
- The editors would like to reorganise the editorial board in terms of tasks (assistant editors; Scientific Committee; reviewer). This reorganization has not been done yet.
- The Italian Ministry for Universities and Research has recently approved CLASS A recognition for LLHE. This is an important achievement for the Italian academic context.

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).

The Finnish University of Applied Sciences has enquired about wanting to join CercleS as Associate members. In Finland, applied universities of sciences are not part of FINELC is because not all of them have language centres – there not one system and LCs are not integrated. FINELC likely feels they should follow a principle: accept one or accept none, so individual universities of applied sciences will not be accepted on a case-by-case basis. Sabina reads the CercleS Statutes definition of full members. Marta says that if an institution is based in a country where there is a NA, then we are setting a bad precedent. Mia suggests we do not take any action immediately, as there may be other similar cases.
Another similar problem came from an Austrian University of Applied Sciences (Kufstein Tirol), which would like to join CercleS, but cannot because VUS does not accept Universities of Applied Sciences... Apparently, there are 26 such universities in Austria.

==> the problem need to be solved and the national presidents should be involved, since it entails, either changing our statutes (again) to allow some countries (2 out of 13 actually) to have 2 NAs, or some establishments of higher education from countries where there are NAs to become AM, or suggesting the NAs where the problem arose (= Finelc and VUs) to change their statutes to align with the other 11 NAs and **conform to the CercleS statutes**. As Article 3.1 indicates indeed:
"Full Members are non-profit institutions, associations and other bodies, which represent **Language Centres in Higher Education** in individual European countries, language communities, or transnational associations.
Higher education does not mean only universities, it is of course more inclusive than that!
This is definitely the type of problem that should be voted on by the CC.

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

Timeline Elections to CercleS Executive Committee 2024:

- Briefing of Election Officer Regina Mügge: 15 November 2023
- Plan: Sending out Call by Election officer / General Secretariat: end January 2024; with biographic note
- Reminder of Call to be sent to National Associations: March 2024
- Deadline for 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

d. 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.
Updates regarding speakers? Attendance of EC members?

Update from Treasurer:

a. Payments of members, 2023:
National Associations: All NAs have paid all their invoices.
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.

AOB
a. Email by Laurent Rouveyrol, 19 December 2024:
T**he organizing committee of the Ardaa Conference : Teaching and Learning English as a Foreign Language in educational settings: Issues and specificities" (Université Sorbonne Nouvelle, June 26-28)**, is happy to invite CERCLES President Ms S. Schaffner to take part in the round table on internationalizaion scheduled on Friday June 28th. As the committee wishes to integrate CERCLES as an official partner (and the logo on posters, website, leaflet, etc.), we would be extremely grateful if Ms Shaffner's travel expenses (train ticket) could be paid by CERCLES.

b. EC meeting 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 the January newsletter)
- Discuss the practicalities of travel subsidies for CercleS Conference
- Information about scholarships for the CercleS Conference
- Information about support for projects and events (see budget 2024)
- Ideas for new webinars / workshops for 2024: January / February
- Define schedule for Teachers' and Leadership meetups January - March 2024
- Define schedule of EC meetings January - March 2024

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