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 54
23 April 2024: 16:30-18:00 on MS Teams

Agenda

- **Approval of EC minutes No 53 / Update on action points (See minutes no 53)**

Update from President

a. **XVII CercleS Conference: meeting with Mark Critchley: 16:30-17:00**
→ Mark to send second Conference report by 22 April 2024

- Update on the programme planning (including Focus Group meeting, COIL Speed dating event, Teachers' Space)
- Update on the reviews (numbers of acceptance, abstracts to be revised)
- CercleS prizes: criteria, amount of award, communication (via the conference website and CercleS channels)
    a) award the best poster: first ideas: most original multilingual presentation
    b) award the best multilingual presentation: first ideas: a prize for collaboration – so a prize for the best presentation that involved collaboration between members, or linguistic diversity.

See Minutes of last EC meetings

Programme

Conference Thursday 12 to Saturday 14 September 2024

Wednesday 11 September

- **EC meeting 10:30-12:00** and CC meeting (14:00-17:00)
- Lunch for those who arrive on Wednesday
- Dinner for members of EC and CC

Travel plans EC

Everybody should arrive by Tuesday evening/night. ***All*** *to please add details to Excel sheet in the folder 2024 – CercleS 2024 Conference*

Regina Mügge confirmed her arrival by Tuesday evening/night.
Gillian Mansfield was happy about the invitation and will confirm her travel plans and dates to the General Secretariat later.

Hotel: Rooms at Hotel Indigo have been booked for the members of the EC, and for Regina Mügge and Gillian Mansfield (so 9 persons) from 10 – 15 (5 nights) of September at a corporate rate of £139.00 Bed and Breakfast.

Summary of the costs for EC members:
Accommodation is paid by CercleS.
Travel is paid by CercleS (please send details to Marta for reimbursement).
Registration fees, dinner and post-conference trip are also paid by CercleS. We should register and then get a send the details to Marta for a refund from CercleS.
Members of the EC should register for the conference and book travel arrangements by the next EC meeting (23 April).

b. **CercleS Teacher Training Project "Boost your language teachings skills"**

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

Project group: Demchyshyn (UCU, Lviv, Ukraine); Julia Zabala Delgado (of Universitat politècnica de València, Spain), Barbara Sawicka (Poznan University of Technology, Poland), Tetiana Kibalnikova (Masaryk University, Brno, Czech Republic), Sabina Schaffner (University of Zurich, Switzerland / CercleS): Consultant regarding autonomous language learning: Anne Chateau (Université de Lorraine / CercleS)

On 10 April, the project group held a preparation meeting for the workshop in Valencia on 30 and 31 May 2024. The programme and the schedule were designed, and the preparation talks were assigned. A project group team on Teams was created
→ Sabina to inform about the project plan at the CC meeting of 17 May and report about the workshop outcomes to the EC at the meeting in Nancy on 10 June.

c. Research: A review of research practice and culture in CercleS member institutions (Mark Critchley, Sabina Schaffner, Irmgard Wanner)
Report being finalised and first results to be presented at Leadership meetup in April or May.
Presentation at CercleS Conference in Durham by Irmgard Wanner and Mark Critchley, publication in LLHE by Irmgard Wanner and Mark Critchley.
Webinar in late October 2024 to be planned.

d. Meetups 2024:

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

Feedback on meetup of 26 March
Next meetups:

14 May 2024	Languages, politics and social justice: the role of Language Centres
25 June 2024	Income generation (backup host needed)

Teachers' meetups, 17:00-18:00 CET
Host: Tom, Chair: Tom
Tom to promote it by contact list of those who have previously attended.

Feedback on meetup of 16 April
Next meetups:
28 May

Webinars and trainings 2024

Webinars/Workshops for 2024: January / February – June
The following CercleS online talks/webinars have been scheduled until June 2024:

Thursday 25 April: AI webinar (16:00-17:30 CET)
A webinar on the topic of AI in language education in HE
Chair: Sabina; Host: Anne; Preparation:

Thursday 30 May: LLHE webinar 16:00-18:00 CET (Issue 13.1, 2023)
In conversation with the authors whose articles were published in LLHE (Oct 2023)
Chair: Carmen; Host: Mia, Preparation:

16.00 Greetings and introduction about the authors

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

Sabina Schaffner, President of CercleS
Carmen Argondizzo, Gillian Mansfield, *LLHE* Editors-in-Chief

16.15
Samuel Nfor, Seitoku University (Japan)
Model United Nations: A Thematic Analysis of Japanese EFL Students' Reflections on Intercultural Communicative Competence
Interview by Simon Milligan*, University of Bern (Switzerland)

16.35
Vicent Beltrán Palanques, Universitat Jaume I, Castellón (Spain)
Digital multimodal PechaKucha presentations in ESP: insights from students' learning experiences
Interview by Carmenne Kalyaniwala, University of Lorraine (France)

16.55
Yavuz Kurt and Yasemin Bayyurt, Yeditepe University and Boğaziçi University, İstanbul (Turkey)
University English-medium instruction in Turkey – What instructors say
Interview by Teresa Ting, University of Calabria (Italy)

17.15
Barbora Chovancová, Štěpánka Bilová and Alena Hradilová, Masaryk University, Brno (Czech Republic)
Turning the Tables on Online Exam Cheating via Language Mediation Tasks
Interview by Jaana Isohätälä, Oulu University (Finland)

17.35 *Questions from the audience* and **Conclusions**

- *The LLHE webinar will be the last one before the summer.*
- *For handover to next EC: talk on research at end of October*

c. **Coordinating Committee meeting of 12 May 2023**→ *see draft of agenda in folder 2024 – CC meeting May 17 May 2024;*

Apology received from Lucyna Skwarko due to SERMO GM on 16&17 May.

Discussion of agenda:
- updates by EC members
- Discussion of burning issues – topics brought in by national presidents; format of exchange / discussion

Deadlines:
- *Finalise agenda and attachments until 29 April*

Marta to prepare the following attachments:
- Final balance of Budget 2023
- Updated balance Budget 2024 by 26 April (account and accrual)

- ***Zaan*** *to send out invitation on 3 May with the following attachments:*
  - Minutes of last CC meeting of 13 October 2023
  - Agenda of meeting on 17 May 2024
  - E-bulletin No 11
  - LLHE Annual report (asked for)
  - Final balance of Budget 2023 (to be prepared by Marta)

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

- Updated balance Budget 2024 by 26 April (to be prepared by Marta)

- Slides: preparation by **Sabina**: evening of 29 April
- Slides: update by **all EC members**: X May
- Editing by **Zaan**: X May

Update from Vice-President:

- LLHE news about 14.1.2024: the manuscript is in the hands of the typesetter. We should receive it soon – hopefully next week- for the final proofreading and approval.
- Currently, we are working on the new articles arrived in 2024 (24 so far, plus a few remaining from 2023)
- Katarzyna to attend: Carmen checked with her (and Mark) when an editorial meeting could take place. Carmen contacted Katarzyna asking for the date on which she would be arriving in Durham. She hasn't answered yet, Carmen will let Mark know and check if he can confirm the date and the venue.

Discussion: Editors, Editorial Board and Advisory Board

- The next LLHE will be published in October. Gillian will step back in September and will still contribute to the October issue.

La

Editors-in-Chief
Carmen Argondizzo, AICLU (with the motivation of guaranteeing continuity for another term. Short/mid/long? The current and future EC will decide. And, of course, also Carmen☺ based on her willingness to keep on giving her contribution in this quite demanding but challenging and often fascinating task -actually tasks-).
David Pricket, AKS (this is my suggestion based on: a) his being so precise about returning reviews; b) his being so detailed in the reviews and full proof-reading of the articles; c) his kindness and punctuality in letting us know the time he was not available so that we could get organized otherwise. David does not know yet, so we don't know if he will accept.)
Or Catherine Chabert (AULC) (my suggestion for similar reasons, especially a) and b).

Advisory Board (my suggestion. This will give the opportunity to the EC to be informed about the progress in LLHE in real time, as it happened in the past three years. I believe this did not happen before.)
CercleS President
CercleS Executive member (Vice-President or any other member)
Gillian Mansfield, former co-Editor-in-Chief (my suggestion. She knows but she hasn't given me an answer yet. She obviously wants to know the current and future EC opinion. I believe this is correct).

Editoral Board (in other words we are changing the Scientific Board into an Editorial Board that will include, in a more democratic way, more experienced reviewers and younger scholars. I would avoid the distinction since, after all, the contribution that LLHE gets is the same, in terms of format and tasks, from all of them. Moreover, younger reviewers seem to have a higher motivation, so more efficient contribution.)
Highlighted in yellow, the reviewers who joined the LLHE team after suggestions by Stefanie, Anne, Carmen, Mia, and - as a consequence- the 4 different national associations).

Micòl Beseghi, AICLU*
Marco Cappellini, RANACLES*
Catherine Chabert, AULC
Thomas Christiansen, AICLU
Sara Cotelli, SSH-CHES
Fiona Dalziel, AICLU**

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

Ana de Medeiros, AULC
Alessandra Fazio, AICLU
Andreas Hettiger, AKS*
Jean Marguerite Jimenez, AICLU*
Carmenne Kalyaniwala, RANACLES
Martin Mikulas, CASALC CZ
Simon Milligan, SSH-CHES
Gregory Miras, RANACLES
Stefanie Neuner-Anfindsen, SSH-CHES
Cristina Pérez Guillot, ACLES*
Annick Rivens Mompean, RANACLES**
Laurent Rouveyrol, RANACLES*
Mirjam Trapman, NUT
Kossi Seto Yibokou, RANACLES
Jaana Isohätälä, FINELC

*This member has to confirm the availability to be part of the Editorial Board in an active way that could also respect the required time for returning the reviews.
** This member has to confirm the availability to be part of the Editorial Board, in an active way, and with a different role.

Update from Secretary General / assistant:

a. **Membership management:**
Total: 403 → **378** members (from NAs); **22** Associate Members; **3** Honorary members.
Website subscribers: Last week, Zaan sent an email to all the heads of centres, and there was a surge in new subscribers: from 839 (18.03.2024) to 998 all incl. admin (23.04.2024) – an increase of 159!

De Gruyter fees based on membership:
301-400 members: 35 Euro
401-500 members: 30 Euro

Scholarships (apart from subsidies for CercleS 2024 Conference)✓
Decided:
UCU, subsidy of Euro 500 for travel costs for Jaén workshop for both Kseniya Borodin (Wroclaw) and Andriyana Baran (Kansas, USA)

Scholarship form for members of CercleS to National Association conferences and workshops)✓

In the March newsletter, we announced that – "in order to promote internationalisation and collaboration among NAs, we want to encourage national associations' (NAs') presidents to open the NAs' events for colleagues and/or to invite speakers or workshop coordinators from other NAs by offering scholarships. The scholarships of up to 500 euro can be used for travel, accommodation, or registration.
Zaan prepared a link (in the members' area - Documents and agreements - Scholarships) to download the forms.
To be decided: scholarship for Belén Llopis Pérez and Carmen Merino, both from Universidad de Alcala, for a conference organised by Semmelweis university, which is one of our associate members.
→ Juana (ACLES president) wrote on 18 March that they received two applications and have not yet decided which one to support. They will inform the EC after they have decided, and the EC will have to decide at the next meeting or via email.

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

Next newsletter:
Date: Thursday XX May
Content: meetups, LLHE webinar, CercleS Conference registration, CercleS prizes, Other?

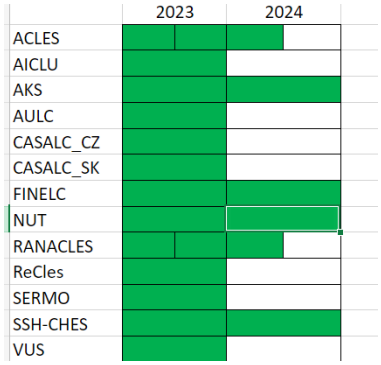
b. Timeline Elections to CercleS Executive Committee 2024:

- Reminder of Call to be sent to National Associations: 25 March 2024 (**Anne** to send it out)
- Meeting of Anne and Sabina for a first review of the nominations: 7 May
- Meeting with Regina and Anne for the review of the nominations and planning of the communication about the nominees via CercleS communication channels: 22 May 2024
- Applications sent to General Secretariat? Nothing has been received.

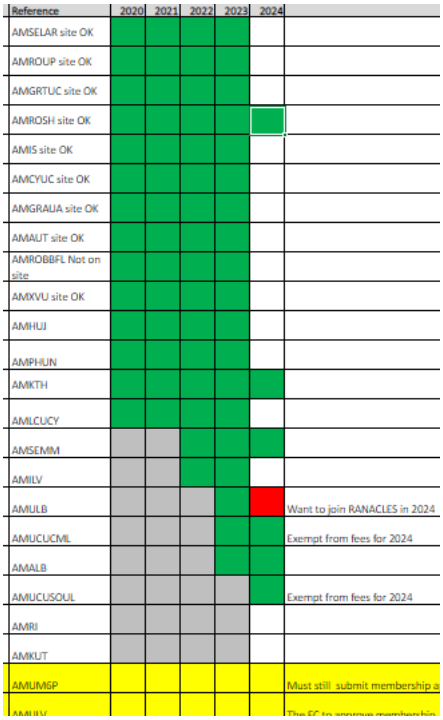
c. **Update Teachers' training week in June 2024**: CercleS/RANACLES teacher training session in Nancy: Tuesday 11 to Friday. As of 19 March, there are 27 applications (but one application will probably not be accepted). 11 countries represented.
Tom to let the EC know when 30 applications have been reached.

Update from Treasurer:

a. Payments of members, 2024:
All debit notes/invoices have been sent out. Some payments have already been received.
National Associations: RANACLES (1st), NUT, AKS, ACLES (1st), FINELC, SSH-CHES-CSUS
Associate members: 4



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



Reference	2020	2021	2022	2023	2024	
AMSELAR site OK						
AMROUP site OK						
AMGRTUC site OK						
AMROSH site OK						
AMIS site OK						
AMCYUC site OK						
AMGRAUA site OK						
AMAUT site OK						
AMROBBFL Not on site						
AMXVU site OK						
AMHUJ						
AMPHUN						
AMKTH						
AMLCUCY						
AMSEMM						
AMILV						
AMULB						Want to join RANACLES in 2024
AMUCUCML						Exempt from fees for 2024
AMALB						
AMUCUSOUL						Exempt from fees for 2024
AMRI						
AMKUT						
AMUMGP						Must still submit membership a
AMUILV						The EC to approve membership

b. Payment for LLHE editorial work: 2023; *Carmen to inform about the 1500 euro to be allocated*

AOB

a. EC meeting in January
Online via Teams
Schedule

21 May 16:30-18:00
10 June, Nancy 16:00-17:30
Face-to-face, Université de Lorraine.
Zaan will not travel to Nancy.
The EC will spend 2 nights in the hotel (Monday 10th and Tuesday 11th June). Rooms have been booked in the REVOTEL (https://www.revotel-hotel.com/fr/) which is close to the train station and to the university Campus. The EC should arrive by 16:00 for a meeting from 16:00-17:30 and then will have drinks and dinner. They will attend the opening day of the Teachers Training and will leave on the morning of the 12th. They will have dinner with the guest speakers on Tuesday except for Marta who will be travelling back to Spain.

b. Possibility for AMs to pay the membership fee by credit card.
This is a possibility – the bank will set it up. The cost is minimal and the EC agrees that this is fine. **Tom** will ask the responsible person at the bank to set it up. **Zaan** will let the Associate Member in the USA know.

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

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

→