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 55
21 May 2024: 16:30-18:00 on MS Teams

Agenda

- **Approval of EC minutes No 54 / Update on action points (See minutes no 54)**

Update from President

a. **XVII CercleS Conference: meeting with Mark Critchley: 16:30-17:00**
→ See Mark's second Conference report (in Teams folder: 2024 → CercleS Conference 2024)

- Follow-Up CercleS prizes after the discussion at the CC meeting of 17 May : criteria, amount of award, communication (via the conference website and CercleS channels)
  a) award the best poster: most original multilingual presentation
  - Number of awards: 5 x 500 Euros?
  - Criteria: see Minutes of CC meeting
  - Write up call:
  - Call – with e-bulletin? / Extra newsletter? // CercleS website // Conference website
  -

  Minutes CC meeting:
  - Criteria: The poster should show creative and graphic presentation that makes it understandable for people from different languages. The poster should communicate what it wants to communicate in a way that it would be relevant for an international audience, and in a way that engages an international audience.

  - → Mark: The original intention for the posters was that it would be for younger career researchers. We may need to have two categories: one for younger career researchers, and one for a more experienced colleague that has turned a presentation into a poster.
-

  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.
  - Number of awards: 2 x 300 Euros
  - Criteria: see Minutes of CC meeting
  - Write up call:
  - Call – with e-bulletin? / Extra newsletter? // CercleS website // Conference website

  Minutes CC meeting:
  Criteria: It should be considered how the abstract meets the criteria of two languages; how the presentation was presented; if there were more presenters, did the speakers speak different languages; if there was one speaker, did they use more than one language; visual help on slides; was there representation of languages from different language families; can the speaker answer questions from audience in different languages; understandability of presentation; how the speakers deal with audience; if the speaker uses a language other than English; response/reaction of the audience.

  → Elisabeth: How will the presentations be judged fairly? Is one person going to go to all the sessions? How will this be organised? Will there be a team of judges?
  One option is to have a link to a Google form that all presenters fill out before the conference asking in what languages they will present, so that narrows the selection down. Moreover, we could have carry out survey to collect the audience's responses (e.g., Mentimeter).

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 will, anyway, also check the possibility to send members of a jury to be present during the presentations selected.

→ The Executive Committee will follow up the suggestions brought up in the two discussion groups and also take a final decision regarding the number of prizes in all categories and decide about the amount of the awards.
The Executive Committee will then prepare the calls for the best presentation and the two calls for the best poster to be distributed via the CercleS and the CercleS Conference websites and further communication channels.

- Invite Mark to a separate EC meeting in order to set up:
  - Teacher meetup,
  - COIL speed-dating event,
  - LLHE Editorial Board,
  - poster session and various exhibition activities
  - Zoom-link for General Meeting; poll systems for voting at General Meeting

b. Meetups 2024:

Leadership Meetups run by Leadership & Management Focus Group
Host: Tom, Chair: Mark Critchley
Feedback on meetup of 14 May 2024 (Languages, politics and social justice: the role of Language Centres)
Next meetup: 25 June 2024 (Income generation) (backup host needed)

Teachers' meetups, 17:00-18:00 CET
Host: Tom, Chair: Tom
Tom to promote it through the contact list of those who have previously attended.
Next meetup: 28 May

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

Thursday 25 April: AI webinar
Feedback on webinar on the topic of AI in language education in HE

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

16.00 Greetings and introduction about the authors
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)

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

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**

c. **Coordinating Committee meeting of** 17 May 2024
Brief exchange, discussion of results, follow-up

Update from Vice-President:

Discussion: Editors, Editorial Board and Advisory Board
Please, see files uploaded on teams related to the roles of the different figures involved in the Journal.

Policy of LLHE publication: platform for CercleS community authors + for international contributions in order to increase diversity as an added value for our members and also as an outreach measure to give a platform to colleagues outside Europe with not many options to publish.

Update from Secretary General / assistant:

a. **Membership management:**
Total: 403 → **378** members (from NAs); **22** Associate Members; **3** Honorary members. **==> 403**
Website subscribers: 1050 all incl. admin (21.05.2024)

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)✓

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.
Zaan wrote to Juana to ask about this on 22 April and there was no reply.
Belén Llopis Pérez. Chosen, but will she still need the money?

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

Reply from ACLES only on Friday May, 17 !!! This reflects poorly on CercleS – we must ask NA presidents to respond more quickly.

June newsletter needed?

Next e-bulletin
Date: XX
Content: Conference news (call for prizes); LLHE policy / editorial concept?

b. Timeline Elections to CercleS Executive Committee 2024:

- Meeting of Anne and Sabina for a first review of the nominations: 7 May: 8 application received, 5 colleagues invited to slightly adapt their personal statement (reference to other members of an optional new Executive team)
- 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
- Information about all nominations by email to all national presidents: end of May 2024
- Meet the candidates webinar in June?
- Invitation of candidates to briefly introduce themselves before the elections at CC meeting of 11 September in Durham

c. Update Teachers' training week in June 2024: CercleS/RANACLES teacher training session in Nancy: Tuesday 11 to Friday.
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.

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

b. Payment for LLHE editorial work: 2023: After Gillian's intervention, Sabina supported her suggestion that the whole amount of the money should be paid to Carmen.

c. Plan contact with auditors

AOB

a. Upcoming EC meetings

10 June, Nancy 16:00-17:30
Face-to-face, Université de Lorraine. **Zaan will not travel to Nancy.**
Separate meeting in July
- with Mark (see above)
- Agenda and preparation GM; reports to be put on Teams by

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

- → *Folder 2022, Folder GM meeting: all models of reports, slides, email, etc*
- Agenda CC meeting
- Information about Election / practical preparation

Meeting in August

- Preparation of handover to new EC

b. Possibility for AMs to pay the membership fee by credit card.

Tom says that our account manager just doesn't answer emails via the internal messaging system, or takes a ridiculous time to do so. He has written to the branch.

Action points:

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