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 57
9 July 2024: 16:00-17:30, Teams

Agenda

- **Approval of EC minutes No 56 / Update on action points (See minutes no 56)**

Update from President

a. CercleS Teacher Training Project "Boost your language teachings skills"

The preparation meeting for the workshop in Valencia on 30 and 31 May 2024 was very successful. The pedagogic approach, the target group, the project outcomes, the content, the training structure and the financial planning were designed.
→ Sabina to inform about the project application to be discussed at the EC meeting in August and at the CC meeting of 11 September.

b. Meetups 2024:

Feedback on Leadership Meetups run by Leadership & Management Focus Group
Host: Tom, Chair: Mark Critchley
Last meetup: 25 June 2024 (Income generation)

c. CercleS Conference in Durham: Agenda: meeting with Dr Li Li

→ Report by Conference Organisers
Agenda organised according to the report:

Agenda organized according to selected issues of the report

1. Programme
2. Keynotes

5;14 General Meeting. One or two polling systems?

6. Final languages of the conference / prizes for best multilingual presentation: ACTION
7. Poster session: ACTION

11. EC and CC meeting: Election support? ACTION
12. Registration to Focus Group meetings and COIL speed dating event

15. Closing ceremony
16. LLHE Editorial Board meeting: ACTION
17. Practicalities: Use pf CercleS logi and banners: ACTION

Please consider:
→ Feedback by Mark in his email of 18 / of 20 June to the presenters to the comments brought up at the EC meeting of 10 June

Conference formats

- For the programme, those entries highlighted grey are workshops. Those highlighted blue will be delivered online. Those in blue will be delivered in French, those in red in Spanish and those in yellow in German. We are still discussing all these with authors/presenters.

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→ It is disappointing that there are still so many presentations in English. We will ask Mark to share the call for CercleS prizes with presenters (it seems he has not yet sent it), and to also encourage presenters to make slides bilingual and make presentations multilingual, especially since the topic is multilingualism.
It has been the case that many authors are advising us that they prefer to present in English. Nonetheless, we are encouraging and persuading presenters to maximise use of languages other than English be it in presentation or via slides.
In the email to the presenters of 20 June, the call for prizes was sent together with the following text:
Prizes for the most inspiring multilingual presentations

The title of the conference is Multilingualism & the Anglosphere, and in the spirit of the work that we all do, we are encouraging and supporting multilingual presentations. Interpreting will be available between English, French, German, Japanese and Spanish. Many presenters have already advised us of their preference to present in languages other than English. We do encourage multilingual presentations in a variety of forms. The CercleS Executive Committee has agreed with us as Conference organisers that we will offer a number of prizes for multilingual presentations and multilingual posters (in relation to the separate poster exhibition). ***Details are in the attached document****. On this basis, we request that you notify us of your intentions so that we can plan accordingly (if you have already done so, you do not need to notify us again). For winners of prizes where there are multiple presenters, the prize value will remain unchanged – the value is per presentation.*

Registration

- Registration for Focus Group meetings and Teacher meetups will be organised apart from the main registration, but will be advertised within the next 2 weeks.
  → The teachers' meetup is scheduled for the first day of the conference, just before the opening. We assume that Mark will communicate to the attendees that the meetup and FG meetings are open to all (so no registration needed to attend the events themselves), but for catering purposes, people should please indicate if they will be attending.
  In the email to the presenters of 20 June, We will issue separate information for (free) registration to Focus Group meetings and Teacher meet ups at the start of July.

Venue

- All activities for Thursday to Saturday will take place in the same one building (across 3 floors).

Timing

- Is the timing of the **General Meetin**g OK at 17:00-18:00? → Yes, this is fine.
- Is it acceptable to have the **COIL speed-dating** session at the same time as the GM, bearing in mind only a subset of delegates will attend the GM? → We would like to encourage all members to attend the GM, whether they vote or not. We suggest to have the COIL speed-dating at the same time as the FG meetings and Teachers' meetup.
- This was considered in the programme update sent to the presenters on 20 June. → File in EC meeting folder
- The COIL speed-dating session is planned on the same timeslot as the Focus Group meetings: Wednesday, 11 June, 9:30-12:00
- We are still considering the best time to hold the **teacher meetups**, currently just before the opening ceremony at 12:00 on Thursday. → Yes, this is fine.
- We will introduce **short coffee breaks** on Friday afternoon and Saturday morning.

Ongoing exhibitions

- The **poster exhibition** will be open for the duration of the conference. We need to schedule a time when this is open for everyone to visit, and for authors to be available to talk about their work (where

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available). → We suggest that there is a time in the programme when there is space only for posters, for example: take the last presentation slots from Thursday from the tracks and create a 10th track over two days.

- The timeslot is planned for Friday, 13 September, 16.15-17.00 before the General Meeting.
- We had already considered opening a 10th parallel session, and I will be sharing an updated main conference programme with presenters hopefully later today.
- The **conference exhibition** (e.g. sponsors) will otherwise be open for the full conference, as will a separate multi-media exhibition celebrating multilingualism and intercultural understanding.

d. Agenda and documents CC meeting → Draft in file 2024 CC meeting of 11 September
- Agenda to be sent out by (according to Statutes: at least 1 month before meeting): 14 August
- Preparation of slides by:

e. Agenda and documents GM → Draft in file 2024 GM meeting of 13 September
- Agenda to be sent out by (according to Statutes: at least 2 months before meeting): 19 July
- Preparation of the reports by:
→ see previous reports of September 2020 in folder Invitation mail to be used as templates

Update from Vice-President:

- Carmen and Gillian are currently working on the papers that they keep on receiving on a weekly basis (48 until now since the beginning of the year). The selected papers will be edited for the 14.2 (2024) issue.
- Carmen sent an email to the existing (old) members of the board to inform them of the changes that will be proposed in the editorial board and that will be discussed in Durham. She sent the email to 14 scientific board members on 30th June and invited them to give an answer by July 10. So far, only 4 have answered: Ana De Medeiros (AULC), Marco Cappellini (RANACLES), Stefanie Neuner-Anfindesen (SSH-CHESS), Catherine Chabert (AULC). They have all asked to continue. Cappellini and Neuner-Anfindesen have highlighted they will not be able to proofread papers in English. Carmen answered back to the three of them and suggested they could still stay on board and give more support for papers in French (Cappellini) and German (Neunen-Anfindesen), although LLHE receives very few in those languages. Chabert answered yesterday. She is willing to continue although she is dropping her academic post at the University of Cardiff). Carmen has not answered yet, but she will be happy to have Catherine on board since she's always been one of the most attentive reviewers. Carmen will also send a reminder to the **10** reviewers who have not answered yet!!!
- Kasia Grzegorek will be in Durham from the 12 to the 14 of September. We must decide, together with Mark, a good slot for the meeting. → The editorial board will be informed and invited. Those who are expected to attend are Kasia, Carmen, Gillian, Anne, and members of the editorial board. Sabina suggests that they find a time to meet within the scheduled programme when nobody involved is presenting (so no additional session is needed). We will ask Mark for a venue when the time has been fixed.

Update from Secretary General / assistant:

a. Membership management:
Total: 404 → **378** members (from NAs); **23** Associate Members; **3** Honorary members. **==> 404**
Website subscribers: 1071 all incl. admin (on 9.07.2024)

Request for AM expected: Department of Foreign Languages, Faculty of Law Josip Juraj Strossmayer University in Osijek, Croatia ==> not yet received

Next e-bulletin (end of August)

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- farewell by the EC – with each EC member sharing some thoughts and reflections
- Report (with pictures) on Teacher Training week

→ The **deadline** for all EC members' reports, testimonials and contributions to Zaan is **Monday 19 August.**

b. Scholarship reporting file

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

Feedback by Tom and Anne

The dept in charge of creating the required link has been sent a reminder by Mme Ferroni. On our side, everything is in order.

b. Timeline Elections to CercleS Executive Committee 2024:

- The personal statements of the candidates are in the members' area of our CercleS website.
- Invitation of candidates to briefly introduce themselves and answer any questions from the Coordinating Committee at the CC meeting of 11 September in Durham in person or via Zoom. → Anne sent them a mail. *An invitation will follow.*
- NB: 1 candidate, David Best withdrew his candidacy for the post of deputy SG. The NA presidents have been informed about this and his personal statement removed from the website list of candidates.

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

Report

a. Feedback by Tom and EC members
b. Form of report on e-bulletin and at CC meeting
c. Access to materials -

Update from Treasurer:

a. Payments of members, 2024:

All debit notes/invoices have been sent out. Some payments have already been received.
National Associations: ACLES (1st), AKS, CASALC SK, FINELC, NUT, RANACLES (1st), SSH-CHES-CSUS, VUS
Associate members: 11 received, 2 exempt (Ukraine)

b. Plan contact with auditors → it is too early to arrange that now

AOB

a. Upcoming EC meetings

Thursday 22 August 16:00-17:30 CET

- Preparation of handover to new EC
  Information about Election / practical preparation

Action points:

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