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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Der Präsident

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CercleS Executive Committee Meeting No 58
20 August 2024: 16:00-17:30, Teams

Agenda

- **Approval of EC minutes No 57 / Update on action points (See minutes no 57)**

Agenda

- Mia Panisse and Marta Estella are excused.

Update from President

a. CercleS Teacher Training Project "Boost your language teachings skills"
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: Message by Mark Critchley to national presidents (CC maling list), email sent on 14 August 2024:

Registrations
- 289 registrations to the conference as a whole, with a further 21 presenters still to register. As such – with online delegates – c. 350 persons expected to attend the conference, 300 of them on-site.
- Main conference registration deadline: 27 August, but FG registration will be kept open until 04 September.

Focus Groups
- update on current registration numbers for the Focus Group meetings scheduled for the morning of Thursday 12th September ahead of the CercleS conference starting later that day
- further call to be circulated
- brief summary of the FG meeting from Johann and from Giovanna/Justine.
- Edyta, Tom, and Benoît/David invited to send a brief event descriptor that we can include, and to add to the conference website → CercleS SG: should we do any more promotion
- support of online/hybrid access to Focus Group meetings as for other conference sessions. share list of attendees to be shared one week before the event date → CercleS SG: we would also like to get an update

Focus Group	Venue (capacity)	Registrations as of 14/08/2024
Autonomy	Room TLC 117 (53)	4
CLIL/EMI	Room TLC 123 (80)	9
Internationalisation & Language Policy	Room TLC 106 (100)	12

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Language Testing & Assessment	Room TLC 113 (100)	10
Languages for Specific Purposes	Room TLC 101 (80)	14
Leadership & Management	Room TLC 116 (53)	13

Sabina asked Mark to send report No 4 due in August to come back to open points / questions / suggestions mentioned below:

2. **Programme**
3. **Keynotes**
   The report does not state the languages of the keynotes, but all the titles are in English. The EC was under the impression that not all the keynotes would be in English. Li and Josephine will follow this up with Mark and let us know.

5;14 General Meeting. One or two polling systems?
The EC suggests Mentimeter for both the in-person and online attendees (so only one system). The QR code can be shared with both people in the venue and online so that they can register to vote. We need to ensure one vote per language centre. We can print out the list of members and at the door hand out the slips to a member from each university. The person with the paper will be the one to vote. Additionally, we will ask the person voting to give the name of their institution, not their own personal name, on Mentimeter. That way we can check if there are duplicates. A student assistant will be on hand to help with any technical issues. Zaan to make slips of paper with the name of the university to hand out to participants present.

6. **Final languages of the conference**
   The final languages of the conference are proposed to be English, French, German and Spanish. Due to a higher than anticipated number of participants from Japan or about Japanese, interpreting will also be provided for a small number of talks between Japanese & English.
   Prizes for best multilingual presentation
   Mark suggests that the prizes are equal instead of ranked (1st, 2nd, 3rd). This was the intention – as there are five prizes of 300 euro each for presentations. The suggestion for voting is to put a box somewhere and let conference attendees take ballots and mark their choices for the winner on the ballots and put it in the box. The ballots will ask the name of the chosen presentation, the languages used, and include the criteria that were identified and announced. Each attendee will have one vote. Zaan to make these ballots.
7. **Poster session:** The suggestion for voting is to put a box somewhere and let conference attendees take ballots and mark their choices for the winner on the ballots and put it in the box. The ballots will ask the name of the chosen poster, whether it is a young or experienced colleague, the languages used, and include the criteria that were identified and announced. Each attendee will have one vote. Zaan to make these ballots.
   Prizes for the posters and the presentations to be given at the closing ceremony. It will be difficult to give cash, so Marta agrees that we can give the winners a certificate at the ceremony and our email address, inviting them to send their banking details so we can send the money via a transfer after the conference. Zaan to draft a certificate and send it to the EC.
11. **EC and CC meeting: Election support required?**
    No support is needed for the EC meeting. We must send the CercleS Zoom link to the EC candidates who want to join via Zoom. We ask the organisers for support with the technical side regarding sound and visuals for Zoom at the CC meeting. We can use the webinar link for the GM and the meetups link for the CC meeting.
12. **Registration to Focus Group meetings and COIL speed dating event**

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15. **Closing ceremony**
    At the closing ceremony, there will be: a word of thanks from Mark Critchley, a word of thanks from Sabina, a word of thanks to the outgoing EC, handover to the new EC, thanks to the conference organisers, and prizes for the presenters and posters. We would also like to include a word of thanks to Gillian Mansfield for her work on the LLHE.
16. **LLHE Editorial Board meeting**
    It's been confirmed for Thursday 12 Sept afternoon from 16:45-18:00.
17. **Practicalities: Use of CercleS logo and banners**
    The organisers are welcome to contact Zaan about vector files of the CercleS logo. The CercleS banners are still in Porto (there was a problem with sending them to Durham in April). Zaan to follow up with Manuel and the Porto conference organisers.

Other information:

- Update on registration: 225 registrations have been received so far. Mark is encouraging presenters to present in a language other than English.
- The time for each presentation is 25 minutes: presentation time of 15-20 minutes, question time of 5-10 minutes. Sabina asks the conference organsiers to consider giving time to move from one venue to another (5 minutes).
- Moderators/chairs for the sessions will be approached soon, and instructions about time, etc. will be sent to presenters and moderators.

Conference formats

- For the programme, entries highlighted in grey are workshops. Those highlighted in 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.
  → It is disappointing that there are still so many presentations in English.
  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.
  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

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

Timing

- **General Meeting** Friday 13 Sept at 17:00-18:00
- The COIL speed-dating session is planned on the same timeslot as the Focus Group meetings
  Mark wants us to appoint a coordinator for the speed-dating session.
- Teacher meetups to be held Thursday just before the opening ceremony at 12.
- We will introduce **short coffee breaks** on Friday afternoon and Saturday morning.

Ongoing exhibitions

- The timeslot for the poster exhibition 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 on Teams in folder **2024 - CC meeting of 11 September**

- Agenda was sent sent out by the end of July (according to Statutes, at least 1 month before meeting). (formal invitation to attend in person to NA presidents and/or proxies. Reminder that candidates for the new EC will introduce themselves in person or online, and that they will vote for the new EC. NA presidents are also reminded that they should find out if there are any possible hosts for the XIX CercleS conference in 2026.
  No feedback regarding the hosting of the next CercleS Conference in 2026

- Zaan will send out a second email with the attachments mentioned in the agenda (update on budget 2024, application for Teacher Training project, e-bulletin) after the EC meeting of 20 August.
- Preparation of presentation slides by EC members: upload by 6 Sept

e. Documents and slides GM → Draft on Teams in folder **2024 - GM meeting of 13 September**

- Agenda to be sent out, according to Statutes, at least 2 months before meeting.
- Preparation of second email to be sent by Zaan on 29 August (end of August, as announced in the first email)
  → auditors' report → reports by EC members

- Preparation of presentation slides by EC members: upload by Friday 6 Sept (see agenda in 2024 folder, GM meeting of 13 September 2024 and slides of 2022 GM in 2022 folder, GM meeting)
- Preparation: Mentimeter preparation, attendees' list, slips for voting, preparation on the spot

f. Preparation of handover to new EC

Documents

- Documents (print) to be brought by Sabina to Durham
- E-documents to be handed over to the new President in Durham on a USB-drive

Finances (Credit mutuel)

- Sabina's credit card to be deleted after the payments in Durham

Tom to find out about the practicalities mentioned below:

- Tom to organise accounts of the new deputy treasurer the GS and the President, and to organise a new credit card if needed

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Website

- Access: Zaan to check with M. Dumonceau new accounts of EC if needed and to maintain accounts of individuals cooperating with CercleS
- Agreements / contract with assistant: Sabina to explain necessary renewals if wanted

Meeting at Durham: time to be decided

- LLHE: Carmen to present her suggestions for the new editorial board
- Agreements / contract with assistant: Sabina to explain necessary renewals if wanted
- Teams: Mia to present Teams as a tool for cooperation
- Assistance: Zaan and new EC to decide about further cooperation
- All to present experience with daily works and cooperation mode
- …

Ritual

- Handing over ritual for GM meeting

Update from Vice-President:

- Carmen and Gillian are finalizing 14.2 Issue. The issue will include 10/12 papers (2 are still going through the reviewing process). They have been selected from among the many that we received (48 until July, 62 until today 19 August; 63 just arrived). Many have been rejected because of the low quality of the papers. The full manuscript is due in August in order to be ready for October 2024.
- Carmen has asked Dominique Krueger to put a note for the new submissions telling the authors that Issues 15.1 and 15.2 (2025) will be dedicated to papers presented at the CercleS Conference. So, they can be aware that their papers will not be processed before 2026. Dominique uploaded the note (see the link) two days ago. Moreover, starting from the day on which the CercleS Conference CfP will be official, the system will add a special flag to the CercleS papers. This will not create confusion with the independent authors' submissions. Check at this link.
- 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. The table at the end of this agenda shows the feedback and some notes to remember and to be shared within the EC.
- This is confirmed: Kasia Grzegorek will be in Durham from the 12 to the 14 of September. The LLHE editorial board meeting has been scheduled for Thursday 16:45-18:00. Participants will be Sabina, Kasia, Carmen, Gillian, Anne, and members of the editorial board who will be in Durham. Carmen will send an invitation very soon.
- Co-editor in chief: (this is confirmed) Gillian is sure that she wants to step down from the role. Anne is willing to discuss taking up this role.
- We will thank Gillian for her work as co-editor-in-chief at the closing ceremony (we should think of a gift). Carmen will also check with the new EC if they want her to continue editing (with a co-editor) the Journal. If they have other plans, Carmen will step down and give guidelines to the new person.

Update from Secretary General / assistant:

a. **Membership management:**
Total: 404 → **378** members (from NAs); **23** Associate Members; **3** Honorary members. **==> 404**
Website subscribers: 1077 all incl. admin (on 20.08.2024)

Request for AM expected: Department of Foreign Languages, Faculty of Law Josip Juraj Strossmayer University in Osijek, Croatia → They will send it in September

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Any update on e-bulletin (end of August)
- farewell by the EC – with each EC member sharing some thoughts and reflections
- Report (with pictures) on Teacher Training week
- Pictures needed from Anne and Tom, reflection by Tom

b. Scholarship reporting file

c. Timeline Elections to CercleS Executive Committee 2024:

- 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. *Follow-up / Invitation by Anne.*
- The election procedure were prepared by Anne and Sabina and will be presented and discussed with Regina at the meeting of 21 August. *The finalized slides will be uploaded on Teams:*
  →Zaan with Anne to check the process and prepare the ballots.
  → Anne with Zaan to check the date of membership numbers 2024 relevant for elections (2 April?)

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. Contact with auditors → Stefanie has sent her report. Still waiting for Nicola.

AOB

a. Upcoming EC meetings

Thursday 11 September: tbd and arranged with Mark (CC meeting: 14:00-17:00)
- Last review of CC meeting and GM
- Practicalities handover

b. Gift and speech for Gillian

c. Gift for conference organisers

Action points:

→ **Anne** to send minutes to EC
→ **Sabina** to send agenda and minutes to Zaan for upload
→ **All EC members** to upload their reports for the GM by 26 August

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Answers from and notes about the Scientific Board members (2021-2024)

Yes: accepts to continue giving her/his contribution.
No: prefers to step down.

Name	YES	NO	No answer	Notes
Marco Cappellini, RANACLES	√			Accepts all tasks but no proofreading of English texts
Catherine Chabert, AULC	√			Accepts all tasks. She is one of the most precise and detailed reviewers.
Thomas Christiansen, AICLU			√	Has been often absent in recent times. I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for his support in the past three years.
Ana de Medeiros, AULC	√			Accepts all tasks.
Andreas Hettiger, AKS			√	Without tasks for almost two years (personal reasons). When asked if he wanted to continue being part of the SB, he said yes but he never answered or got back to us. I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for his support in the past three years.
Martin Mikulas, CASALC CZ	√			Accepts all tasks. Very detailed in his reviews.
Stefanie Neuner-Anfindsen, SSH-CHES	√			Accepts all tasks but no proofreading of English texts. Always precise in sending reviews back on time. If she has problems, she informs us in advance.
Cristina Pérez Guillot, ACLES			√	I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for her support in the past three years.
David Prickett, AKS				He received the email on August 10. I forgot to insert his address on the first email list. I received an out of office reply until August 20. He has always been so precise. I'm sure he will answer, and I hope it will be a 'yes' from him.
Laurent Rouveyrol, RANACLES			√	Has been silent for months. I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for his support in the past three years.
Mirjam Trapman, NUT			√	I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for her support in the past three years.
Fiona Dalziel, AICLU		√		Assistant Editor since the very beginning. She has other commitments and prefers to step back. She honestly admitted she had severe delays in returning her feedback. But she was always very precise in her reviews. I answered her.
Annick Rivens Mompean, RANACLES		√		Assistant Editor since the very beginning. She has other commitments and prefers to step down. In her answer, she gave opinions about

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				tasks within the Journal's organization. She also offered to suggest the names of some serious and involved colleagues to replace her. In the past, she suggested Cappellini and Rouveroil. She never asked if we were happy with their support. She forgot to add that, at times, she rejected papers to review and that she was often late when sending her evaluation feedback. Right now, one is still pending. I have not answered her yet. I will.
Jean Marguerite Jimenez, AICLU	√			Accepts all tasks.
Micòl Beseghi, AICLU			√	Often late with sending her feedback. I would wait until the last week of August, then I would send a "Thank you/Goodbye" mail for her support in the past three years.