Executive Committee meeting no 3

15 November 2024 at 10:00 – 11:30 CET / 11:00 –12:30 Finnish time

via Zoom https://us06web.zoom.us/j/2015504512?pwd=YU81VnMvYzNnMTZSU0NzcFBiTlp4dz09

AGENDA

Update from the Presidency

a. *Feedback on LLHE meeting:*
- After the second meeting with the editors in chief and de Gruyter representatives, there is a proposal for a new format and some decisions to take. The document with the changes is available to all in the drive, in the folder of this meeting.

b. *Boost – Teacher training*
- General overview of the programme, dates, etc.
- Website
- Budget modification: there is a proposal to modify the elective modules. Initially, the electives were followed by all attendees and consisted of 2-hour workshops. After receiving the proposals from several of the CercleS experts contacted, the topics were diverse -maybe not applicable to all contexts- and complex (difficult to add value if covered in 2 hours). A proposal is made to offer 3 6-hour modules, from which registered participants would pick one according to their contexts. This means a modification of the initial budget in terms of fees for CercleS experts.
- Promotion - newsletter, etc?
- Launch date

c. *Project with the ECML's Professional Network Forum*
- Quick overview

d. *e-bulletin*
- Contents

  Feedback on the conference (from attendees, Focus Groups, Mark?) with photos
  Reports from each office?
  New EC, introductions with photos
  LLHE editorial board changes
  Report from ECML Graz meeting
  Look forward to 2025 – webinars, survey, etc.
  What is happening in the NAs
  Introducing new associate members

e. *CC meeting 13 December*
- Folder on the Google Drive - CercleS Drive with EC access → 2024 → CC meeting 13 December 2024

- Julia has uploaded a provisional ppt to have a look at (and add to it)
- Zaan has uploaded a draft agenda
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Update from the Vice-President

a. *Social media:*
   - **LinkedIn:**
     Account Setup, Strategy Planning… Essentially Getting Started (5 hours) - including a basic outline of what will happen on LinkedIn (who to follow, what to share, setting the tone),
     One Original Post per Week + 2-3 Shares: 1.5 Hours per Week = about 6-10 hours per month (if something more complex comes up occasionally); depending on the character of the "original post" regarding its length and level of expertise.
     Around 130 hours of work max per year (if e.g. 20 euro per hour – 2,600 euro)
     → Who will post? EC? Zaan? someone else?

b. *CercleS Talks (not the same as CercleS webinars):*
   - **Concept Development… What and How, The Annual Plan: 16 hours (equivalent to two workdays)**
     (e.g., an annual plan with 13 talks involving regular members—representatives of associations; 10 talks with representatives of affiliated associations; 4 talks with the executive committee (quarterly updates on what's happened and what's coming up); 2 talks with the coordinating committee (one at the beginning of the year to discuss plans, and one at the end to review achievements); plus 24 talks with authors of articles in LLHE, course authors, and creators of interesting things like SIGs, etc. so that an item could go out each week (some could be recorded in groups and then released or concentrated within specific weeks, with breaks during holidays…), variety setting, e.g. the approach could be thematic series (e.g. Thursdays always focus on mediation, Tuesdays on directors speaking, etc.)

     If There Were 53 Talks per Year…Estimate 4 hours per item (one minute talk)
     2 hours for the content creation: Preparing, recording and uploading to cyberspace… with recording being a straightforward Zoom recording and only editing if something truly needs cutting, which shouldn't be too often),
     2 hours for organization: arranging the interview date, sending questions, coordinating details).
     Around 250 hours of work max per year (if e.g. 20 euro per hour – 5,000 euro)
   - We have a CercleS Zoom background on the Google Drive.

Update from the General Secretariat

a. *Membership matters:*
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c. *Webinars, workshops, meetups:*
   - FG Language Testing and Assessment webinar on 19 Nov
     - Johann received several registrations from CercleS non-members. Should we allow these or keep CercleS webinars for members only?
   - FG CLIL/EMI in HE webinar on English as Medium of Instruction on 9 Apr 2024

d. *Next newsletter:*
   - Date?
   - Contents: EMI webinar……?

e. *Updating the photos on the CercleS website:*
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Update from the Treasury

a. *Associate member payments received*
   - UC Louvain
   - ARISTOTELEIO PANEPISTIMIO THESSALON - Thessalonika (name to be confirmed!)

b. *Summer School Marseille June 2025*
   - Confirmation of dates: 11 - 14 June 2025
   - Subsidy to be requested at CC meeting €5000
   - Suggestion of face-to-face EC meeting Tuesday 10 June (travel on Monday)

AOB
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Next EC meeting:

Important dates:

Tasks from the meeting:
→ **Zaan** to send minutes to Mia and Alessandra for checking
→ **Zaan** to upload the EC meeting agenda and minutes to the website (members' area)