



CercleS

Coordinating Committee Meeting

12 May 2023, 10:00-13:30, Zoom



Participants

National Associations	Presidents / Delegates
ACLES	Juana Sanmartín
AICLU	Carmen Argondizzo
AKS	Maike Engelhardt
AULC	Mark Critchley
CASALC_CZ	Libor Štěpánek
CASALC_SK	(Peter Gergel) Proxy: Žaneta Balážová
FINELC	Emmi Huttunen
NUT	(Katja Hunfeld) Proxy: Evonne van Genderen
RANACLES	Tom Grainger
ReCLes	Manuel Moreira da Silva
SERMO	Lucyna Skwarko
SSH-CHES-CSUS	Stefanie Neuner; Elisabeth Paliot
VUS	Katrin Mayr

Executive Committee

- Sabina Schaffner (President)
- Carmen Argondizzo (Vice-President)
- Anne Chateau (Secretary General)
- Mia Panisse (Deputy Secretary General)
- Marta Estella Clota (Treasurer)
- Tom Grainger (Deputy Treasurer)
- Zaan Bester (Assistant: General Secretariat)

Total votes CC meeting: 16 (13 + 3)

Except for the election of the Executive Committee (see Standing Orders), the Coordinating Committee decides by a simple majority of the votes cast by the members present and represented. The majority shall be calculated based on the votes cast, excluding abstentions, blank or invalid votes. (Statutes 2020, 8.3)





Agenda

1. Welcome and approval of agenda

Special welcome to first-time attendees Emmi Huttunen (FINELC), Lucyna Skwarko (SERMO) and Katrin Mayr (VUS)

Approval of CC minutes of meeting of 14 September 2022, Porto → *email attachment*

2. Short reports of the EC activities – questions and feedback by CC members

September–December 2022: E-Bulletin No 9 → *email attachment*

January–May 2023: new developments

- a. President: Working groups, Cooperation with partner institutions, Follow-up Round Table discussion of Porto Conference, Research, Cooperation with Ukrainian Language Centres
- b. General Secretariat: Talks, webinars and meetups, Membership management, Updates on website
- c. Vice-President: LLHE publications, Cooperation with De Gruyter: Annual report 2022 → *email attachment*
- d. Treasurer's report: Final Balance Budget 2022 and Updated Budget 2023 → *email attachments*





3. Proposals, reports, motions from members

- a. Glimpse on XVIII CercleS Conference 2023 (Mark Critchley)
- b. Report on Working group on CercleS Training and Survey on research culture in LCs (Mark Critchley)
- c. Other?

11:30-12:00: Coffee break

4. Strategic discussion 2023/2024

Exchange among National Associations in 3 breakout groups:

Strategic expectations toward CercleS: Report on padlet

Plenary discussion: Report via padlet, discussion and decision about strategic goals May–August 2023

5. Outlook on activities 2023

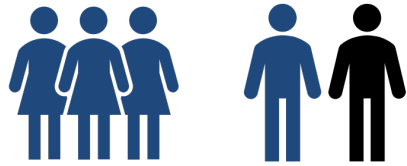
- a. Talks / Webinars / Trainings
- b. Research
- c. Other?

6. AOB

Next CC meeting: Friday 13 October 2023, 10:00-13:00 CET (via Zoom)



Interaction



If anyone wants to add a point to the agenda under AOB, please raise your hand.



2. Approval of minutes of CC meeting on 14 September 2022, Porto

All those who **approve the minutes**, please raise your hand.

All those who **do not approve the minutes**, please raise your hand.

All those **who abstain from voting**, please raise your hand.





2. Short reports of the EC activities - questions and feedback by CC members

a. President:

- Working groups
- Cooperation with partner institutions
- Follow-up Round Table discussion of Porto Conference
- Research
- Cooperation with Ukrainian Language Centres





2. Short reports of the EC activities - questions and feedback by CC members

a. President:

- Working groups

linked to research, offspring of FG on Management & Leadership: Mark Critchley (Lead), Irmgard Wanner, Sabina Schaffner (Report by Mark in section 3)



2. Short reports of the EC activities - questions and feedback by CC members

a. President:

- Cooperation with partner institutions

→ ECML:

- Call "Language education at the heart of democracy"



**Call for project proposals
for the ECML programme 2024-2027**
**Appel à propositions
pour le programme 2024-2027 du CELV**

Webinar: 15 May 2023, 16.00 – 17.00 (CET)

The event is aimed at language professionals with an interest in the international context of language education, ECML national contacts and networks cooperating with the Centre. This introductory webinar will be followed up by a 2nd event on 12 June focusing specifically on potential project proposal writers. The webinar will be in English and French.

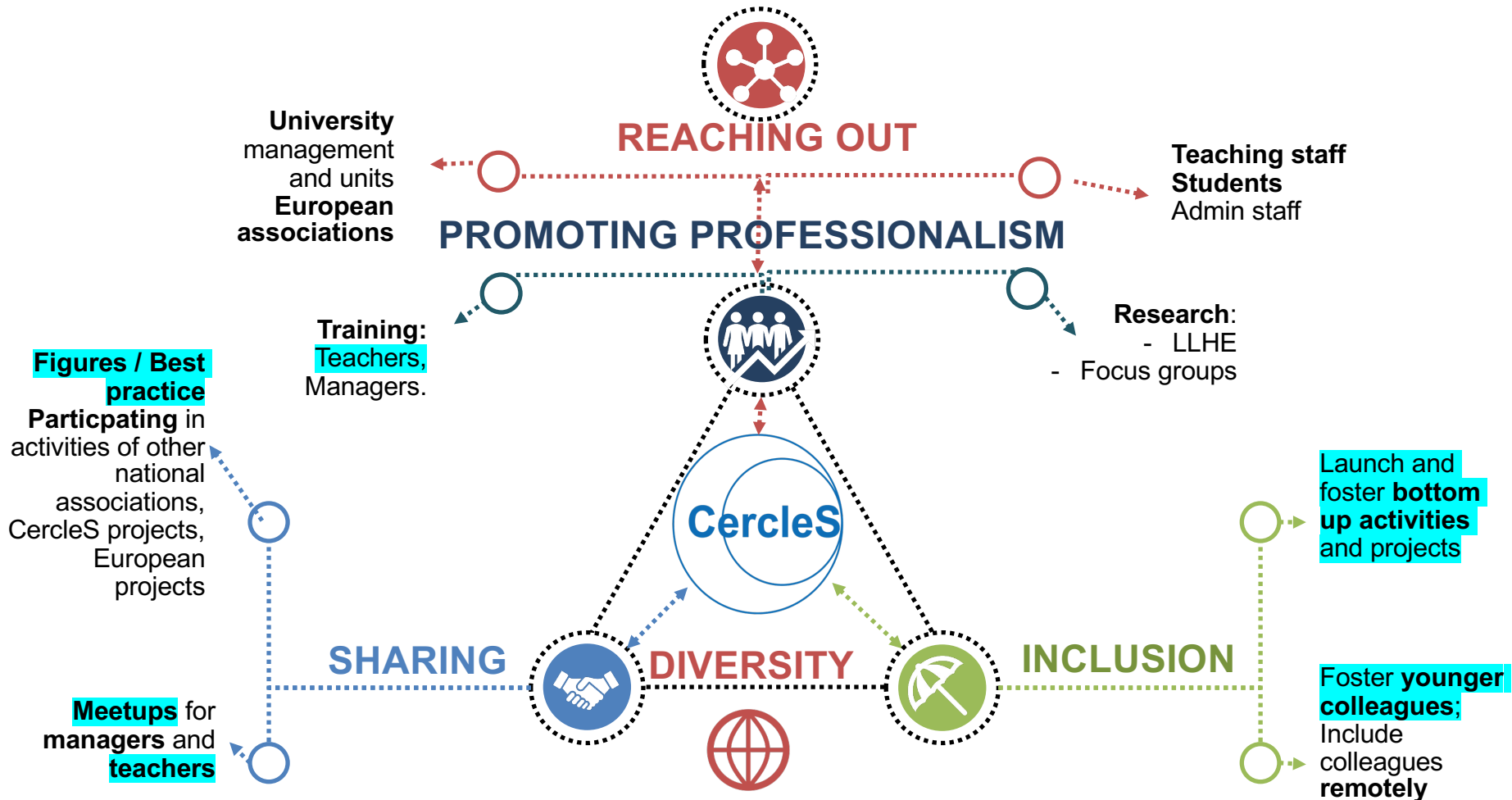
- ECML end-of-programme conference: **13-14 December** 2023 in Graz. Nicola Kraml to participate as CercleS delegate.



2. Short reports of the EC activities - questions and feedback by CC members

a. President: Follow-up Round Table discussion of Porto Conference

Key values – and key messages to be followed up





2. Short reports of the EC activities - questions and feedback by CC members

a. President:

- Follow-up Round Table discussion of Porto Conference

⇒ *New pages on website (follow-up of suggestions by David. Little)*

The PARTNERS page has been adapted to [PARTNERSHIPS](#) and includes: a text about the ECML and ELC, and links to their websites; mention of CercleS' ECML delegates (without names) and CercleS' involvement in ECML projects; links to the Council of Europe Language Council and a document on the Council of Europe; link to the VITBOX project.

⇒ *Reaching out to Teachers: information in the GS section*



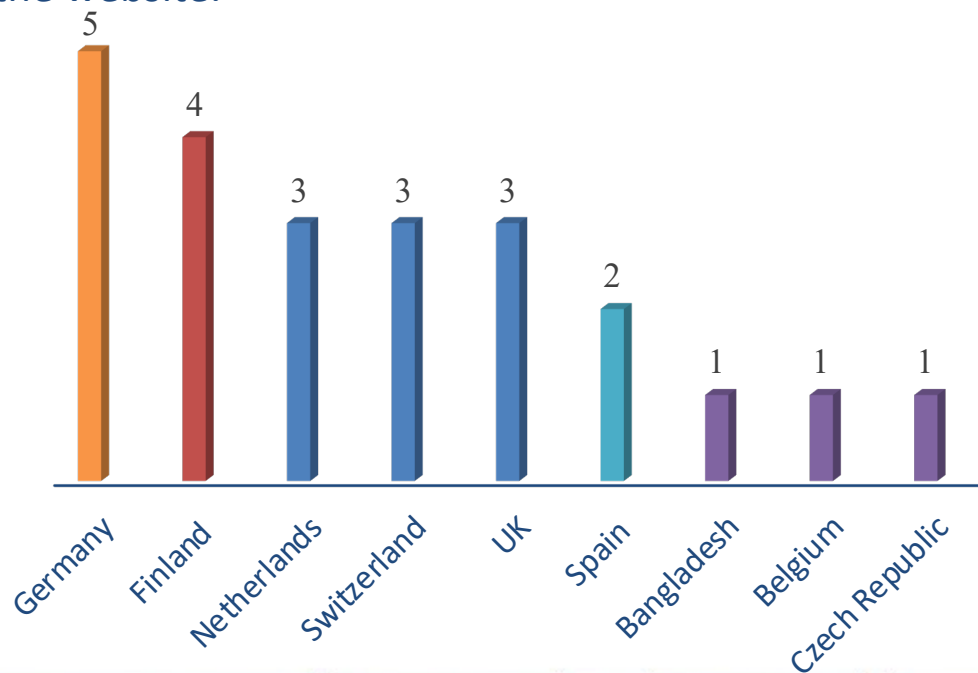
2. Short reports of the EC activities- questions and feedback by CC members

a. President:

- Research:

CercleS Survey: Teaching of Ukrainian as a foreign language in European HE institutions

Sent to all members in February and March, 23 responses from 9 countries, report to be published soon on the website.





2. Short reports of the EC activities - questions and feedback by CC members

a. President:

- Cooperation with Ukrainian Language Centres
 - We have invited Ukrainian colleagues to join the Teachers' and Leadership **meetups**.
 - We have invited the Ukrainian colleagues to join our **webinars**.
 - We promote **training opportunities** to them, such as the training Language Test Design and Validation offered by the university of Jaén 3-14 July. Three colleagues received grants from the University of Jaén, and a scholarship to cover their traveling costs from CercleS.
 - We sent out a **call for teachers** of English, Spanish, French, Italian, and German for an in-person Summer School (19 Jun - 1 Jul) from the Center for Modern Languages, Ukrainian Catholic University.
 - We encourage institutional **associate membership** (as precursor to perhaps forming a national association) and offer waiving of 2023 membership fees:
1 associate member: Center for Modern Languages, Ukrainian Catholic University





2. Short reports of the EC activities - questions and feedback by CC members

b. General Secretariat:

- Webinars
- Workshops
- Meetups
- Membership management
- Updates on website





2. Short reports of the EC activities - questions and feedback by CC members

b. General Secretariat: Webinars

Planned webinars:

8 June - Who uses machine translation and how? Lessons learned in academia

Presenters: Sara Cotelli Kureth (Université de Neuchâtel); Nicolas Molle (Université de Lorraine) ; Guillaume Nassau (Université de Lorraine)





2. Short reports of the EC activities - questions and feedback by CC members

b. General Secretariat: Workshops

25 May - Language Education for Sustainability

Planned workshop:

12 June - Machine translation and AI in the language classroom

- Coordinators: Sara Cotelli Kureth (Université de Neuchâtel) and Elizabeth Steele (Berner Fachhochschule), members of the swissuniversities project [Digital Literacy in University Contexts \(DigLit\)](#).

The workshop will take place in English, but small groups should be available in other languages (French, Italian, German, etc.).





2. Short reports of the EC activities - questions and feedback by CC members

b. General Secretariat: Meetups

Leadership meetups:

31 Jan: no set topic

7 Mar: focus on activities of the Focus Group Leadership and Management

18 Apr: Administration in Language Centres

23 May: ChatGPT and use of AI: implications for assessment

Teachers' meetups:

24 Jan, 14 Mar, 20 Apr

- Sessions organised around breakout-rooms where teachers of a specific (target) language talks about the specific issues concerning its teaching.
- Breakout rooms: English, French, Spanish, Italian, German, Swedish, Chinese, and any other language if needed.





2. Short reports of the EC activities - questions and feedback by CC members

b. General Secretariat: Membership management

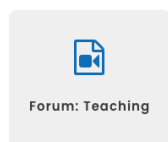
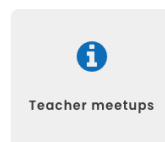
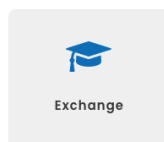
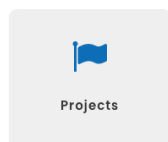
- 375 members (from National Associations)
- 23 Associate Members
- 773 users of the website (including the 6 members of the EC)
- Debit notes (for membership fees) sent to members at the end of April



2. Short reports of the EC activities - questions and feedback by CC members

b. General Secretariat: Updates on website

- New presentation of the page about Partnerships (<https://cercles.org/partnerships/>) more information about the Council of Europe and the ECML
- New section for Teaching (<https://cercles.org/teaching-teacher-meetups/>) presentation page in the public section
- Special sections for Projects, Exchange, Meetups and Forum in the private area of the site (<https://cercles.org/teaching/>)





2. Short reports of the EC activities - questions and feedback by CC members

c. Vice-president:

- LLHE publications
- Cooperation with De Gruyter: Annual Report 2022





2. Short reports of the EC activities - questions and feedback by CC members

c. Vice-President:

- LLHE publications 2023

Issue 13.1, May 2023

15 research articles, 3 activity reports, (6 articles and 3 reports are based on contributions arising from the XVII CercleS International Conference in Porto, September 2022).

Topics covered:

Multilingual experiences, LMoocS, flipped classroom approach, academic writing, translation skills, machine translation, autonomous language learning, the development of a Language Centre, LSP courses for Engineers, dialogic co-creation in language teaching and learning.





2. Short reports of the EC activities - questions and feedback by CC members

c. Vice-President:

- LLHE publications 2023

Issue 13.2, October 2023

It may include 7 potential research articles and 3 activity reports (from the XVII CercleS Conference, Porto) and research articles from independent authors.

Contributions received from the XVII CercleS Conference:

18 research papers, 6 activity reports:

9 published, 10 under further revision, 5 rejected



2. Short reports of the EC activities - questions and feedback by CC members

c. Vice-President: De Gruyter Annual report 2022 (excerpt)

2020 – 2022 Editorial Statistics

We are delighted to present the report for *CERCLES*. The following information provides an overview of performance, including editorial office statistics, online readership metrics, and subscription profile. We thank you for your valuable contributions last year, without which it would not be possible to publish high-quality content and to continue to develop *CERCLES*.

Key Facts		vol 10 (2020)	vol 11 (2021)	vol 12 (2022)
Issues published		2	2	2
Articles published*		30	30	30
of which	Research Articles**	10	25	27
	Activity Reports***	20	5	3
Pages published		529	544	626
Average Article Length		18	18	21
Open Access		10	5	8

* Frontmatters and Introductions are not included.

** Special Section Articles are included.

*** Voices from current and past CercleS Presidents and Voices from European Language Centre and beyond are included.

Source: CERCLES website | Scope: Jan 2020 – Dec 2022

2. Short reports of the EC activities - questions and feedback by CC members

c. Vice-President: De Gruyter Annual report 2022 (excerpt)

2020 – 2022 Most Cited Articles: Scopus

Open access: allows commercial use; licensed: no commercial use

Author(s)	Title	Publication AoP	Volume	Issue	Cited by	Access Type
Zamborova, Katarina; Stefanutti, Isabella; Klimova, Blanka	CercleS survey: Impact of the COVID-19 pandemic on foreign language teaching in higher education	11.11.2021	11	2	6	Licensed
Siegel, Joseph	Comprehension in English Medium Instruction (EMI) lectures: On the impact of lecturer L2 English use	19.09.2020	10	1	5	Open Access
Heinonen, Annemari; Tuomainen, Satu	Enhancing assessment in the recognition of prior learning with digitalisation	03.02.2021	10	2	4	Open Access
Amorati, Riccardo	The motivations and identity aspirations of university students of German: A case study in Australia	11.06.2021	11	1	3	Licensed
Argondizzo, Carmen; De Bartolo, Anna Maria; Fazio, Alessandra; Jimenez, Jean M.; Ruffolo, Ida	Academic, cultural and social growth through the language of websites: A challenge for European University Language Centres	03.02.2021	10	2	3	Open Access

Source: Scopus | Scope: Jan 2020 – Dec 2022

2. Short reports of the EC activities - questions and feedback by CC members

c. Vice-President: De Gruyter Annual report 2022 (excerpt)

2020 – 2022 Most Cited Articles: Scopus

Author(s)	Title	Publication AoP	Volume	Issue	Cited by	Access Type
Zijlmans, Lidy; van Oostendorp, Marc van; van Hout, Roeland	Studying in a foreign language: Study performance and experiences of German students at a Dutch university	19.09.2020	10	1	3	Open Access
Orfan, Sayeed Naqibullah; Seraj, Muhammad Yaqoob	English medium instruction in Higher Education of Afghanistan: Students' perspective	09.06.2022	12	1	2	Licensed
Reilly, Peter	Promoting positive emotions among university EFL learners	11.06.2021	11	1	2	Licensed
Chateau, Anne; Tassinari, Maria Giovanna	Autonomy in language centres: Myth or reality?	11.06.2021	11	1	2	Licensed
Mickwitz, Åsa; Suojala, Marja	Learner autonomy, self-regulation skills and self-efficacy beliefs-How can students' academic writing skills be supported?	03.02.2021	10	2	2	Licensed



2. Short reports of the EC activities - questions and feedback by CC members

c. Vice-President: De Gruyter Annual report 2022 (excerpt)

2021-2022 TOP 10 Most Viewed Manuscripts

Author(s)	Manuscript Title	Publication (Issue)	Publication AoP	Access Type	Page Views
Yoko Kusumoto	Enhancing critical thinking through active learning	vol. 8, issue 1	25.04.20 18	Licensed	1111
Elisa Caruso	Translanguaging in higher education: Using several languages for the analysis of academic content in the teaching and learning process	vol. 8, issue 1	25.04.20 18	Publicly Available	1068
Johann Fischer	The underlying action-oriented and task-based approach of the CEFR and its implementation in language testing and assessment at university	vol. 10, issue 2	03.02.2021	Licensed	816
Silvia Canto and Kristi Jauregi Ondarra	Language learning effects through the integration of synchronous online communication: The case of video communication and Second Life	vol. 7, issue 1	09.05.20 17	Publicly Available	654
Breffni O'Rourke and Ursula Stickler	Synchronous communication technologies for language learning: Promise and challenges in research and pedagogy	vol. 7, issue 1	09.05.20 17	Publicly Available	639

Source: Google Data Studio | Scope: Feb 2021 - Dec 2022

2. Short reports of the EC activities - questions and feedback by CC members

c. Vice-President: De Gruyter Annual report 2022 (excerpt)

2021-2022 TOP 10 Most Viewed Manuscripts

Author(s)	Manuscript Title	Publication (Issue)	Publication AoP	Access Type	Page Views
Joseph Siegel	Comprehension in English Medium Instruction (EMI) lectures: On the impact of lecturer L2 English use	vol. 10, issue 1	19.09.2020	Open Access	619
Elke Ruelens	Measuring language learner autonomy in higher education: The Self-Efficacy Questionnaire of Language Learning Strategies	vol. 9, issue 2	11.10.2019	Licensed	531
Åsa Mickwitz and Marja Suojala	Learner autonomy, self-regulation skills and self-efficacy beliefs – How can students' academic writing skills be supported?	vol. 10, issue 2	03.02.2021	Licensed	492
Wei Du and Teeraporn Saeheaw	Errors in translation: A case study of Chinese into English translation	vol. 10, issue 1	19.09.2020	Licensed	485
Jinsuk Yang and Katherine Rehner	Learner beliefs about sociolinguistic competence: A qualitative case study of four university second language learners	vol. 5, issue 1	30.04.2015	Licensed	477

Source: Google Data Studio | Scope: Feb 2021 - Dec 2022

2. Short reports of the EC activities - questions and feedback by CC members

c. Vice-President: De Gruyter Annual report 2022 (excerpt)

Impact factor
from June 23 on

Competitors analysis

Society owned journals & their metrics

Journal Title	Publisher	Society	Issues per year	Impact Factor	CiteScore
Journal of Learning	Wiley	Language Learning Research Club at the University of Michigan	4 + SI	5,2	7,7
Journal of Environmental Communication	T&F	International Environmental Communication Association (IECA)	8	3,3	5
Journal of Linguistics	T&F	Australian Linguistic Society	4	0,5	1,4
Australian Journal of Language and Literacy	Springer	Australian Literacy Educators' Association	3	n/a	1,1
Journal of Slavic Linguistics	University of Nova Gorica	Slavic Linguistics Society	2	n/a	0,8
Journal of Education	T&F	UK History of Education Society	6	0,5	0,7
Journal of Learning in Higher Education	De Gruyter	European Confederation of Language Centres in Higher Education	2	n/a	0,6
Journal of the Southeast Asian Linguistics Society	University of Hawaii Press	Southeast Asian Linguistics Society	2	n/a	0,2
Journal of Linguistics	John Benjamins	Linguistic Society of Belgium	1	n/a	0,2
Journal of English Language and Linguistics	The Korean Association for the Study of English Language and Linguistics	The Korean Association for the Study of English Language and Linguistics	1	n/a	0,2
ENKYU (Journal of the Linguistic Society of Japan)	Linguistic Society of Japan	Linguistic Society of Japan	2	n/a	0

Source: own analysis



2. Short reports of the EC activities - questions and feedback by CC members

d. Treasurer:

- Final balance budget 2022: Accounting basis
- Final balance budget 2022: Accrual basis
- Updated budget 2023: Accounting basis
- Updated budget 2023: Accrual basis



2. Short reports of the EC activities - questions and feedback by CC members

d. Treasurer: Final balance budget 2022: Accounting basis

Balance January 2022: 106.229,4							
Income	Budget	November	December	Expenditure	Budget	November	Statement December
Membership fees	38'900.00	45'065.87		FIXED COSTS			
Institutional members (372)	37'200.00	43'390.87		Personnel costs	5'800.00	5'475.00	
Associate members (17)	1'700.00	1'675.00		Assistant to General Secret	5'800.00	5'475.00	
Journal LLHE	2'150.00	2'705.16		Journal LLHE	15'045.00	13'405.00	
Editorial and admin work	1'500.00	1'500.00		Subscription 2021		13'405.00	
Royalty statement	650.00	1'205.16		Subscription 2022 (30€/member)	13'545.00	0.00	
				Editorial work + copy editing	1'500		
				Bank fees and payment charges	100.00	233.06	
					100.00	233.06	
				Web maintenace	600.00	1'165.00	
				Plug-in		350.00	
				E 50 per month	600.00	815.00	
				Total fixed costs	21'545.00	20'278.06	
				VARIABLE COSTS			
				Travel expenses (transport, accom., meals)	5'000.00	5'569.27	
				Hotel EC Porto		4'309.20	
				Travel ASG		590.00	
				Gifts to organisers		251.07	
				Parking		250.00	
				ECML colloquium (train + accommodation LS)		169.00	
				CC meeting	0.00		
				Contribution to conferences/activities	10'000.00	6'330.00	
				Scholarships: travel, fees (1)		600.00	
				Scholarships: fees (5)		5'000.00	
				Scholarships: cultural programme (2)		140.00	
				Conference Honorary members		140.00	
				Contribution to CercleS Conference		450.00	
				Contribution to Focus Groups (acomodation) [3]	1000	3'000.00	
				Contribution to CercleS 2022 Conference	5000	5'000.00	5'000.00
				Extraordinary/Unexpected expenses*	1'000.00	242.88	
Total income	41'050.00	47'771.03	0.00	Total variable costs	19'000.00	17'142.15	
Total expenses				Total expenses	40'545.00	37'420.21	0.00
Balance							116'580.22



2. Short reports of the EC activities - questions and feedback by CC members

d. Treasurer: Final balance budget 2022: Accrual basis

Balance January 2022: 106.229,40							
Income	Budget	November	December	Expenditure	Budget	November	Statement Decembe
Membership fees	39'000.00	39'490.87		FIXED COSTS			
Institutional members (372)	37'200.00	37'790.87		Personnel costs	5'800.00	5'130.00	
Associate members (17)	1'800.00	1'700.00		Assistant to General Secret	5'800.00	5'130.00	
Journal LLHE	2'150.00	2'705.16		Journal LLHE	15'045.00	12'510.00	
Editorial and admin work	1'500.00	1'500.00		Subscription 2022 (30€/member)	13'545.00	12'510.00	
Royalty statement	650.00	1'205.16		Editorial work + copy editing	1'500	0.00	
				Bank fees and payment charges	100.00	233.06	
					100.00	233.06	
				Web maintenace	600.00	1'165.00	
				Plug-in		350.00	
				E 50 per month	600.00	815.00	
				Total fixed costs	21'545.00	19'038.06	
				VARIABLE COSTS			
				Travel expenses (transport, accom., meals)	5'000.00	5'569.27	
				Hotel EC Porto		4'309.20	
				Travel AGS		590.00	
				Gifts to organisers		251.07	
				parking		250.00	
				ECML colloquim (train + accomodation LS)		169.00	
				CC meeting	0.00		
				Contribution to conferences/activities	10'000.00	6'330.00	
				Scholarships: travel, fees (1)		600.00	
				Scholarships: fees (5)		5'000.00	
				Scholarships: cultural programme (2)		140.00	
				Conference Honorary members		140.00	
				Contribution to CercleS Conference		450.00	
				Contribution to Focus Groups (accomodation) [3]	1000	3'000.00	
				Contribution to CercleS 2022 Conference	5000	5'000.00	
				Extraordinary/Unexpected expenses*	1'000.00	167.88	
				Total variable costs	19'000.00	17'067.15	
Total income	41'150.00	42'196.03	0.00	Total expenses	40'545.00	36'105.21	0.00
Total expenses							



2. Approval of final balance of the budget 2022

All those who **approve the final balance of the budget 2022**, please raise your hand.



All those who **do not approve the final balance of the budget 2022**, please raise your hand.

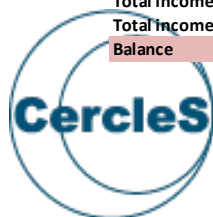
All those **who abstain from voting**, please raise your hand.



2. Short reports of the EC activities - questions and feedback by CC members

d. Treasurer: Updated budget 2023: Accounting basis

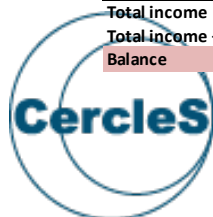
Balance January 2023:	116'580.00						
Income	Budget	April	December	Expenditure	Budget	April	Statement December
				FIXED COSTS			
Membership fees	39'800.00	0.00		Personnel costs	6'000.00	1'605.00	
Institutional members (375)	37'500.00			Assistant to General Secretariat	6'000.00	1'605.00	
Associate members (23)	2'300.00						
Journal LLHE	2'150.00	1'500.00		Journal LLHE	12'750.00	12'510.00	
Editorial and admin work	1'500.00	1'500.00		Subscription 2022		12'510.00	
Royalty statement	650.00			Subscription 2023 (30€/member)	11'250.00		
				Editorial work + copy editing	1'500		
				Bank fees and payment charges	250.00	54.56 €	
					250.00	54.56 €	
				Web maintenance	600.00	0.00	
				E 50 per month	600.00		
				Zoom license	167.88	167.88	
					167.88	167.88	
				Total fixed costs	19'767.88	14'337.44	
				VARIABLE COSTS			
				Travel expenses (transport, accom., meals)	3'000.00		
				CC meeting	4'000.00		
				Scholarships and contribution to conferences/activities	5'000.00		
				1000			
				Contribution to Focus Groups (accomodation) [3]	3'000.00		
				1000			
				CercleS projects	3'000.00		
				Extraordinary/Unexpected expenses	1'000.00	21.21	
				Total variable costs	19'000.00	21.21	
Total income	41'950.00	1'500.00	0.00	Total expenses	38'767.88	14'358.65	0.00
Total income + surplus							
Balance							



2. Short reports of the EC activities - questions and feedback by CC members

d. Treasurer: Updated budget 2023: Accrual basis

Balance January 2023:	116'580.00						
Income	Budget	April	December	Expenditure	Budget	April	Statement December
Membership fees	39'800.00	0.00		FIXED COSTS			
Institutional members (375)	37'500.00			Personnel costs	6'000.00	1'140.00	
Associate members (23)	2'300.00			Assistant to General Secretariat	6'000.00	1'140.00	
Journal LLHE	2'150.00	1'500.00		Journal LLHE	12'750.00	0.00	
Editorial and admin work	1'500.00	1'500.00		Subscription 2023 (30€/member)	11'250.00		
Royalty statement	650.00			Editorial work + copy editing	1'500		
				Bank fees and payment charges	250.00	44.37 €	
					250.00	44.37 €	
				Web maintenance	600.00	0.00	
				E 50 per month	600.00		
				Zoom license	167.88	167.88	
					167.88	167.88	
				Total fixed costs	19'767.88	1'184.37	
				VARIABLE COSTS			
				Travel expenses (transport, accom., meals)	3'000.00		
				CC meeting	4'000.00		
				Scholarships and contribution to conferences/activities	1000	5'000.00	
				Contribution to Focus Groups (accomodation) [3]	1000	3'000.00	
				CercleS projects		3'000.00	
				Extraordinary/Unexpected expenses	1'000.00	21.21	
				Total variable costs	19'000.00	21.21	
Total income	41'950.00	1'500.00	0.00	Total expenses	38'767.88	1'205.58	0.00
Total income + surplus							
Balance							



2. Approval of the updated budget 2023

All those who **approve the updated budget 2023**, please raise your hand.



All those who **do not approve the updated budget 2023**, please raise your hand.

All those **who abstain from voting**, please raise your hand.





3. Proposals, Reports, motions from CC members

- a. Glimpse on XVIII CercleS Conference 2024 (Mark Critchley)
- b. Report on Working group on CercleS training and the survey on research culture in language centres (Mark Critchley)
- c. Other?





3. Proposals, Reports, motions from CC members

a. Glimpse on XVIII CercleS Conference 2024, AULC/Durham University (Mark Critchley)

- Working title: Multilingualism in the Anglosphere
- Dates: 12-14 September 2024
- Conference website available end July 2023
- Sessions for EC & CC meetings and Focus Groups





3. Proposals, Reports, motions from CC members

b. Report on Working group on CercleS training programme (Mark Critchley)

- Development delayed
- Survey of national associations inconclusive
- Working Group to be re-constituted
- Plan for an outline programme of half-day on-line workshops commencing September 2023





3. Proposals, Reports, motions from CC members

b. Report on Survey on research culture in language centres (Mark Critchley)

Survey intended to provide an overview of the research activities carried out in LCs with the goal to inform CercleS member institutions about how a research-enhanced teaching & learning culture can contribute positively to the LCs mission and how it can be supported and sustained within a language centre environment.

- Working group Sabina Schaffner, Irmgard Wanner, Mark Critchley
- Draft survey nearing completion
- Survey to be tested via small group of colleagues
- Survey launched in September 2023
- Report by end 2023





3. Proposals, Reports, motions from CC members

c. Other?

4. CercleS strategic goals May 2023 – August 2024: Breakout rooms

English: Tom (Chair); Mark, Libor, Žaneta, Emmi, Evonne van Genderen, Juana,

French: Anne (Chair), Mia, Marta, Manuel, Carmen, (Elisabeth), Zaan

German: Sabina (Chair); Maike, Stefanie, Katrin, Lucyna







4. Strategic discussion 2023/2024

Exchange among National Associations in 3 breakout groups.

Strategic expectations toward CercleS: Report on padlet

Plenary discussion: Report via padlet, discussion and decision about 2-3 strategic goals
May-August 2024

Exchange among national associations in 3 breakout groups:

- Carry out a quick **SWOT analysis** posting your ideas.
- Deduce **3 strategic goals for 2023-2024**. The EC member chairing the group will note them on the padlet.



4. CercleS strategic goals May 2023 – August 2024

- Exchange among national associations in 3 breakout groups – 30 minutes



- Plenary discussion: Report via padlet



- Discussion



- Definition of strategic goals May – August 2023



4. CercleS strategic goals May 2023 – August 2024

SWOT ANALYSIS CERCLES

S	STRENGTHS <ul style="list-style-type: none">→ What do we do well?→ What have our members /their staff told they like about us?→ What is unique about our activities?→ What have our partner institutions / our Editorial Company told they like about us?	W	WEAKNESSES <ul style="list-style-type: none">→ Where do we lack resources?→ Where do we lack expertise?→ What do our members /their staff miss?→ What are our members / their staff dissatisfied with?
O	OPPORTUNITIES <ul style="list-style-type: none">→ Which financial and human resources for projects could we look for?→ What current trends in language teaching could we follow up?→ ...→	T	THREATS <ul style="list-style-type: none">→ What could threaten our existence?→ What development would make membership unattractive?→ ...→ ...



4. CercleS strategic goals May 2023 – August 2024

Groupe 1: English Chair: Tom:

<https://padlet.com/sabinaschaffner/cercles-strategy-2023-2024-group-1-n7zmc0bbcg3s06a3>

sabinaschaffner • 4h
CercleS
CercleS strategy 2023-2024 - Group 1
Collection of SWOT analysis

STRENGTHS
Thinking of its member institutions and their staff: Which **strengths** in CercleS activities can we identify?

- international, multilingual opportunities
Best practices; Policy papers; Research
Peer support - Networking
- non-competitive collaboration
- Meetings for both teachers and leaders + researchers
Numbers / presence of both categories
- Size and scale - numbers of member institutions and countries involved
- Collaboration reinforce decisions and opinions
- Funding

WEAKNESSES
Thinking of its member institutions and their staff: Which **weaknesses** in CercleS activities can we identify?

- Distance / finding suitable platforms for working together remotely
- Conferences can be quite expensive
- Travel is no longer politically correct (or good excuse)
- Full dependence on national associations´ interests, engagement, activities
- Lack of impact
- Lack of engagement
- Limited numbers of individuals active in the network

THREATS
Thinking of its member institutions and their staff: Which **threats** for CercleS activities can we identify?

- no clear/visible/practical goal of existence that is not based on engagement
- workload - lack of time to engage properly
- Limited numbers of individuals active in the network
- Communication - how to reach out to as many teachers/leaders as possible?
- Actions will create engagement - or not.

OPPORTUNITIES
Thinking of its member institutions and their staff: Which **opportunities** for CercleS activities can we identify?

- Research cooperation
- Potential pan-European impact
- Virtual exchange
- Teacher exchange
- Better visibility of the work we do across the network - what goal for communication?

4. CercleS strategic goals May 2023 – August 2024

Groupe 2: Français Chair: Anne

<https://padlet.com/sabinaschaffner/cercles-strategy-2023-2024-group-2-k4xoss79ita8dpw8>

sabinaschaffner + 1 • 4h

CercleS **CercleS strategy 2023-2024 - Group 2**
Collection of SWOT analysis

STRENGTHS
Thinking of its member institutions and their staff: Which **strengths** in CercleS activities can we identify?

Many: collaboration among members; the website (which is not too static); we are a very large association with diversity and it gives many opportunities. Dynamic organisation (when the pandemic happened we started activities very rapidly)

WEAKNESSES
Thinking of its member institutions and their staff: Which **weaknesses** in CercleS activities can we identify?

- Difficult to reach all members and to spread information and to engage people! Difficult to know if teachers know about CercleS benefits for them

THREATS
Thinking of its member institutions and their staff: Which **threats** for CercleS activities can we identify?

Artificial Intellingence: changing the way we teach and the way students learn and work. Big challenges ahead! How to avoid being seen as an expense by university authorities?

OPPORTUNITIES
Thinking of its member institutions and their staff: Which **opportunities** for CercleS activities can we identify?

Try to identify projects made by members and see if they can be developed more within CercleS. Build on members' projects + create a CercleS Prize for students working in CercleS area and who create something valuable for LC. + Prize for administrative and technical staff who work (directly or indirectly) for CercleS/ our LC. + the journal = gives opportunities to people to publish about their research. Webinars: can engage members to speak about their research and offer trainings in different areas.

4. CercleS strategic goals May 2023 – August 2024

Groupe 3: Deutsch Chair: Sabina:

<https://padlet.com/sabinaschaffner/cercles-strategy-2023-2024-group-1-n7zmc0bbcg3s06a3>

sabinaschaffner • 1m
CercleS
CercleS strategy 2023-2024 - Group 3
Collection of SWOT analysis

STRENGTHS
Thinking of its member institutions and their staff: Which **strengths** in CercleS activities can we identify?

- Conferences
- Webinars
- Leadership meetups
- Teachers' meetups
- Multilingual exchange and networking
- Association to belong to in an international context → impact with regard to authorities

WEAKNESSES
Thinking of its member institutions and their staff: Which **weaknesses** in CercleS activities can we identify?

- meetings do not fit into the timetable
- conference attendance is expensive
- conference venue not in Centre of Europe: travel distance and ecological issues

THREATS
Thinking of its member institutions and their staff: Which **threats** for CercleS activities can we identify?

- compete with strategic partnerships and European alliances (resources!)
- lack of reaching out to teaching staff in member institutions

OPPORTUNITIES
Thinking of its member institutions and their staff: Which **opportunities** for CercleS activities can we identify?

- direct approach to teaching staff: networking within language centres
- identify contact persons in institutions
- small scale meetings
- specific meetups for specific groups: languages, roles
- Townhall meeting for teachers

2-3 Strategic goals 2023-2024

Stick to strengths

- reach out to specific groups (profile, timetables?)
- Teachers' online conference (from teachers for teachers)(topics to be chosen by teachers), ask for support by language centre managers

Measures

- Promote scholarships for conferences (also of national associations (Fees, travel costs)
- appoint contact person in every LCs (teacher) for promotion of activities

4. CercleS strategic goals May 2023 – August 2024

Summary all groups

<https://padlet.com/sabinaschaffner/cercles-strategy-2023-2024-summary-all-groups-ycsn6t4znn3ujmb1>

CercleS strategy 2023-2024 - Summary all groups
Collection of SWOT analysis

STRENGTHS
Thinking of its member institutions and their staff: Which **strengths** in CercleS activities can we identify?

- Dynamic organisation (when the pandemic happened we started activities very rapidly)
- international, multilingual opportunities
 - Best practices; Policy papers; Research
 - Peer support - Networking
- Conferences
- Webinars
- Leadership meetups
- Teachers' meetups
- Multilingual exchange and networking
- non-competitive collaboration
- Meetings for both teachers and leaders + researchers
 - Numbers / presence of both categories
- Size and scale - numbers of member institutions and countries involved
- Collaboration reinforce decisions and opinions
- Funding
- Association to belong to in an international context → impact with regard to authorities
- the website (which is not too static)

WEAKNESSES
Thinking of its member institutions and their staff: Which **weaknesses** in CercleS activities can we identify?

- Conference venue not in Centre of Europe: travel distance and ecological issues (or good excuse)
- Distance / finding suitable platforms for working together remotely
- Conferences can be quite expensive
- Full dependence on national associations' interests, engagement, activities
- Lack of impact
- Lack of engagement
- Limited numbers of individuals active in the network
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- Virtual exchange
- Teacher exchange
- Better visibility of the work we do across the network - what goal for communication?
- Try to identify projects made by members and see if they can be developed more within CercleS.
- Build on members' projects + create a CercleS Prize for students working in CercleS area and who create something valuable for LC.
- + Prize for administrative and technical staff who work (directly or indirectly) for CercleS/our LC.
- + the journal = gives opportunities to people to publish about their research. Webinars: can engage members to speak about their research and offer trainings in different areas.

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- no clear/visible/practical goal of existence that is not based on engagement
- Limited numbers of individuals active in the network
- Communication - how to reach out to as many teachers/leaders as possible?
- Actions will create engagement - or not.

Artificial Intelligence: changing the way we teach and the way students learn and work. Big challenges ahead! How to avoid being seen as an expense by university authorities?

2-3 Strategic goals 2023-2024
Stick to strengths / USE OPPORTUNITIES (to be followed up!)

- reach out to specific groups (profile, timetables?)
- (- Teachers' online conference (from teachers for teachers)(topics to be chosen by teachers), ask for support by language centre managers)

Measures

- Promote scholarships for conferences (also of national associations (Fees, travel costs)
- appoint contact person in every LCs (teacher) for promotion of activities



5. Outlook on activities: August – December 2023

a. Talks / Webinars / Trainings

- 14 Sept ELP Webinar (David Little)
- Oct LLHE webinar (Carmen Argondizzo)
- 15/16 Nov CercleS Policy Paper applied (Ruth Tobias)

b. Research

c. Other?





6. AOB

- a. Next CC meeting: Friday 13 October 2023, 10:00-13:00 CET (via Zoom)





Thank you!

Looking forward to
working with you – and meeting
you again soon!

