



Confédération Européenne des Centres de Langues
dans l'Enseignement Supérieur

European Confederation of Language Centres in
Higher Education

Europäischer Verband der Hochschulsprachenzentren

Secrétariat Général

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CercleS Coordinating Committee Meeting 17 May 2024, 09:00-12:00 (CET)

<https://us06web.zoom.us/j/2015504512?pwd=YU81VnMvYzNnMTZSU0NzcFBiTp4dz09>

Meeting ID: 201 550 4512

Passcode: 907877

Agenda

1. Welcome and approval of agenda

Approval of CC minutes of the meeting of 13 October 2023, on Zoom → *email attachment*

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

- September 2023 – December 2023: E-Bulletin No 11 → *email attachment*
- January 2024 – May 2024:
 - a. President: Working groups; Cooperation with partner institutions; Follow-up discussion of CC meeting of 13 October 2023; Outline of CercleS Teacher Training project “Boost your language teaching skills” (outline)
 - b. General Secretariat: Membership management; Talks, webinars and meetups; Teacher training week in Nancy; Focus Groups; Update election process of the Executive Committee
 - c. Vice President: LLHE publications; Cooperation with De Gruyter: Annual Report 2023 → *email attachment*
 - d. Treasurer’s report: final balance budget 2023 and updated budget 2024 → *email attachments*

3. Proposals, reports, motions from members

- a. Update on XVIII CercleS Conference 2024 (Mark Critchley)
- b. CercleS Conference prizes: presentation and discussion
- c. Report on CercleS review of research practice and culture in CercleS member institutions (results to be presented first at CercleS Conference)
- d. Other?

4. Discussion

- a. Member management: Associate membership versus institutional membership within National Associations of LCs in Universities of Applied Sciences
- b. CercleS Conference prizes to be allocated for posters and presentations

5. Outlook on activities in May and June 2024

- a. Talks / Webinars / Meetups
- b. Research

6. AOB

- Next CC meeting: Wednesday 11 September 2023, 14:00-17:00 CET (University of Durham): Elections of the new Executive Committee

Presidency

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