

**CercleS Coordinating Committee Meeting on 11 September 2024, 14:00-17:00 (British Summer Time)**  
**Lindisfarne Room, University of Durham**  
**Minutes of the meeting**

ACLES	Spain	Juana Sanmartin
AICLU	Italy	Carmen Argondizzo
AKS	Germany	Maike Engelhardt
AULC	UK	Mark Critchley & Ana de Medeiros (incoming AULC president)
CASALC CZ	Czech	Blanka Pojslová
CASALC SK	Slovak	(Peter Gergel) Proxy: Blanka Pojslová
FINELC	Finland	Emmi Huttunen
NUT	Netherlands	Katja Hunfeld
RANACLES	France	(Tom Grainger) Proxy: Laurent Rouveyrol
ReCLES	Portugal	Manuel Moreira da Silva
SERMO	Poland	(Lucyna Skwarko) Proxy: Jolanta Wielgus
SSH-CHES-CSUS	Switzerland	Sara Cotelli Kureth (Elisabet Paliot)
VUS	Austria	(Katrin Mayr) Proxy: Maike Engelhardt
<b>Total Votes</b>	<b>13</b>	

Executive Committee	Votes	Present
	3	Sabina Schaffner (President) Anne Chateau (Secretary General) Marta Estella Clota (Treasurer) Carmen Argondizzo (Vice-President) Mia Panisse (Deputy Secretary General) Tom Grainger (Deputy Treasurer) Zaan Bester (Assistant to the General Secretariat)

**Guests joining at 15:30 as candidates for the EC elections:** (in-person) Julia Zabala Delgado, Libor Štěpánek, Ruth Tobias | (online: Alessandra Fazio)

Mark welcomes everyone at the meeting on behalf of Durham University and confirms some housekeeping arrangements.

**1. Welcome and approval of agenda (slides 2-4)**

Sabina Schaffner welcomes everyone and gives an overview of the meeting.

Mark points out that Ana de Medeiros is also attending the meeting, as incoming AULC head, since he will be stepping down after the conference.

No points are added to the agenda.

**2. Approval of CC minutes of the meeting of 17 May 2024 (slide 5)**

Votes in favour: 15 | Votes against: 0 | Abstentions: 1

(NAs present/represented to vote: AICLU, ACLES, AKS, AULC, CASALC CZ, CASALC SK, FINELC, NUT, RANACLES, ReCLES, SERMO, SSH-CHES-CSUS, VUS)

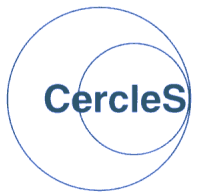
The minutes are approved.

**Presidency**

Dr Sabina Schaffner / University of Zurich / Language Center of UZH and ETH Zurich  
Rämistrasse 71 / CH-8006 Zürich /Switzerland  
Tel. +41 44 634 52 80 / e-mail: [sabina.schaffner@sprachen.uzh.ch](mailto:sabina.schaffner@sprachen.uzh.ch)

**General Secretariat**

Dr Anne Chateau / Université de Lorraine / UFR Lansad (Langues pour Spécialistes d'Autres Disciplines)  
CLSH – 23 Boulevard Albert 1er – B.P. 60546 / 54001 Nancy Cedex / France  
Tel. +33 3 72 74 31 87 / e-mail: [generalsecretariat@cercles.org](mailto:generalsecretariat@cercles.org)



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

- May-August 2024
- E-Bulletin No 13 → *email attachment*
- a. President:
  - Working groups: (slide 7)

Survey on Research practice and culture in European universities' language centres, product of FG on Management & Leadership: prepared by Mark Critchley (lead), Irmgard Wanner, Sabina Schaffner.

    - October 2023: survey launched after designing and piloting the questionnaire
    - November 2023 - July 2024: analysis of the results of the survey and preparation of both a presentation for the upcoming CercleS conference and an article to be published in LLHE
  - Cooperation with partner institutions (ongoing) (slide 8)

No new events since report at CC meeting of 17 May 2024 May 2024 regarding the December Conference and PNF network meeting in Graz
  - Project application: CercleS Teacher Training “Boost your language teaching skills” → email attachment (slides 9-29)

ECML programme of activities 2024-2027 “Language education at the heart of democracy”  
Proposal for a 3-year project under the title “Boost your language teaching skills as facilitator, coach and evaluator” submitted on 31 August 2023: not shortlisted; PNF project: no funds  
**Transformation into a CercleS teacher training project in 2024.**  
Project duration is to be two years:
    - 2024: preparation + promotion of training
    - 2025: first edition of training

→ Sabina Schaffner gives a detailed description of the project proposal. She asks the members of the CC to consider whether this is a sensible project and to vote accordingly.

→ Maike Engelhardt (AKS) asks about the target group: will it be beginner teachers, but not complete novices? AKS has a similar project aimed at freelance teachers. She asks about freelancers in this project – will it be aimed at freelance teachers employed at CercleS institutions? It could serve to help professionalise freelancers.

→ Sabina Schaffner answers that the specific issues of freelance teachers was not considered and would have to be discussed and decided.

→ *Postscriptum*: The managers attending the FG meeting Management and Leadership on 12 September were very much in favour of allowing also freelance teachers to enrol.

→ Ana de Medeiros (AULC) welcomes the idea of also including freelancers – perhaps with a certain amount of experience or working within a specific kind of institution.

The CC votes on the proposal. (slide 30)  
Votes in favour: 15 | Votes against: 0 | Abstentions: 1 (Sabina Schaffner)

→ **The Coordinating Committee approved the organization of the Teacher Training as described and the funds as presented (total of 12 000 euro)**

---

#### Presidency

Dr Sabina Schaffner / University of Zurich / Language Center of UZH and ETH Zurich  
Rämistrasse 71 / CH-8006 Zürich /Switzerland  
Tel. +41 44 634 52 80 / e-mail: [sabina.schaffner@sprachen.uzh.ch](mailto:sabina.schaffner@sprachen.uzh.ch)

#### General Secretariat

Dr Anne Chateau / Université de Lorraine / UFR Lansad (Langues pour Spécialistes d'Autres Disciplines)  
CLSH – 23 Boulevard Albert 1er – B.P. 60546 / 54001 Nancy Cedex / France  
Tel. +33 3 72 74 31 87 / e-mail: [generalsecretariat@cercles.org](mailto:generalsecretariat@cercles.org)



**b. General Secretariat:**

• Membership management ([slide 32](#))

- 387 members (from National Associations) and 23 Associate Members
- 1071 users of the website (including the 6 members of the EC) → increased again since last CC meeting (+ 27)

But NA presidents should still encourage new (and existing) members in their NAs to subscribe (especially at the beginning of the university year).

Please emphasise that subscription to the website means getting the newsletter - our *primary* way of communicating news and events.

• Talks and webinars ([slide 33](#))

Recent talks, webinars & workshops:

- 30 May 2024: LLHE webinar about issue 13.2 (2023)
- Recording available on our [YouTube channel](#) as usual

• Meetups ([slide 34](#))

**Leadership meetups:**

Run by Leadership & Management Focus Group

- 25 June: *Income generation*

**Teachers' meetups:**

Sessions organised around breakout rooms where teachers of a specific (target) language talk about the specific issues concerning its teaching

- 28 May: not many people attended

→ Mark Critchley (AULC) notes that there are not so many registrations for the in-person meetups that will be held in Durham, but specific groups (like teaching of German and of Spanish) are quite popular.

• Teacher training week in Nancy ([slide 35](#))

**Theme:** Language Teaching and Artificial Intelligence

Held 11 - 14 June at the University of Lorraine in France

32 participants from 12 countries: Belgium, Cyprus, Finland, France, Germany, Greece, Italy, Latvia, the Netherlands, Spain, Switzerland, the United Kingdom, and Ukraine

See **detailed report** in E-bulletin No 12 (Aug 2024) *email attachment*

→ Sara Cotelli Kureth (SSH-CHES-CSUS) attended the training and found the format effective, because attendees did not have to choose between sessions but could attend all workshops.

• Focus Groups ([slide 36](#))

- 10 Focus Groups; not all very active
- New coordinator for FG for Associate members
- Regular messages sent to FG coordinators to obtain feedback about their activities, what they are planning for the year (included in the newsletters sent in Spring 2024), and the FG session during Durham conference, 6 FGs present)
- List of all FGs, their areas of focus and their coordinators (and contact details) on our [website](#). On [CercleS website](#) → What we do → Focus groups
- Minutes of the meetings of the FG in the members' area of the website → [Focus groups](#)
- FG Autonomy webinars on CercleS [YouTube channel](#)

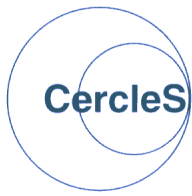
---

**Presidency**

Dr Sabina Schaffner / University of Zurich / Language Center of UZH and ETH Zurich  
Rämistrasse 71 / CH-8006 Zürich /Switzerland  
Tel. +41 44 634 52 80 / e-mail: [sabina.schaffner@sprachen.uzh.ch](mailto:sabina.schaffner@sprachen.uzh.ch)

**General Secretariat**

Dr Anne Chateau / Université de Lorraine / UFR Lansad (Langues pour Spécialistes d'Autres Disciplines)  
CLSH – 23 Boulevard Albert 1er – B.P. 60546 / 54001 Nancy Cedex / France  
Tel. +33 3 72 74 31 87 / e-mail: [generalsecretariat@cercles.org](mailto:generalsecretariat@cercles.org)



c. **Vice-President:**

- LLHE publications ([slides 37-38](#))

*May 2024*

LLHE Issue 14.1 (May 2024) *Worldwide voices of experience in language education* online with 13 Research Articles

*September 2024*

LLHE Issue 14.2 (October 2024) has been forwarded to De Gruyter for production. It features 10 Research Articles and 1 Activity Report

**Call for Papers** to be published as an invitation to the presenters who will participate in the XVIII CercleS Conference, Durham University, 12-14 September 2024. **Issues 15.1 and 15.2 (2025)** are planned to publish submitted and accepted papers from the Conference.

- Cooperation with De Gruyter ([slide 39](#))

Information from Katarzyna Grzegorek (De Gruyter)

2023 **Journal Impact Factor** for LLHE = 0.7

LLHE now ranked as 520/756 in the Education and Educational Research category - quartile 3  
Improvement from 2022 JIF – good news!

SCOPUS journal metrics for 2023:

2023 **CiteScore** for LLHE = 1.0, also representing an increase from the previous year

LLHE is now a **Class A journal**

- Editorial Board ([slide 40](#))

**Editorial Board meeting, Durham 12 September 2024 - A new format for the LLHE Board?**

**Current format**

- Editors-in-chief
- Assistant Editors
- Scientific Board
- Technical Assistants

**Proposal for a new format**

- Editors-in-chief
- Editorial Board
- Advisory Board

→ *Expected Strengths*

- better balance in terms of reviewing commitment by all components of the Editorial Board
- continuing information about the editorial work received by the CercleS Executive Committee
  - Laurent Rouveyrol (RANACLES) asks if the omission of a scientific board is on purpose.
  - Carmen Argondizzo (EC) answers that the editorial board will have the same role.
  - Laurent notes that strategically, while the CercleS scientific board of the LLHE has been made up of colleagues suggested by the NA presidents, it is important for a journal to have a scientific board representing experts in the field. The editorial board is often considered to have a technical role only.
  - This issue will be raised at the editorial meeting the following day (12 September)

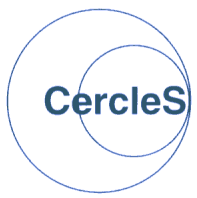
---

**Presidency**

Dr Sabina Schaffner / University of Zurich / Language Center of UZH and ETH Zurich  
Rämistrasse 71 / CH-8006 Zürich / Switzerland  
Tel. +41 44 634 52 80 / e-mail: [sabina.schaffner@sprachen.uzh.ch](mailto:sabina.schaffner@sprachen.uzh.ch)

**General Secretariat**

Dr Anne Chateau / Université de Lorraine / UFR Lansad (Langues pour Spécialistes d'Autres Disciplines)  
CLSH – 23 Boulevard Albert 1er – B.P. 60546 / 54001 Nancy Cedex / France  
Tel. +33 3 72 74 31 87 / e-mail: [generalsecretariat@cercles.org](mailto:generalsecretariat@cercles.org)



**d. Treasurer's report:**

Budget 2024: forecast end of August 2024 → *email attachment*

- Final balance budget 2023: Accounting basis (slide 42)

Marta Estella presents the final balance budget of 2023.

- Final balance budget 2023: Accrual basis (slide 43)

The most significant expenses were the LLHE subscription and personnel costs. Travel costs were higher than expected, as the EC had a face-to-face meeting in Zurich, but there was enough money to cover this.

- Forecast Budget August 2024: Accounting basis (slide 44)

We have aimed at supporting teachers, and that the budget reflects these strategic decisions: subsidising the conference fees, the travel subsidies, and the financial support for the teacher training in Nancy.

- Forecast Budget August 2024: Accrual basis (slide 45)

Marta Estella presents the forecast budget up to August 2024.

**4. Proposals, reports, motions from members**

**a. Update on XVIII CercleS Conference 2024 (Mark Critchley) (slide 48)**

Mark Critchley (AULC) says that everything is ready for a good conference. There will be 303 persons onsite (including student assistants), and 40 online, and the programme is very full. Mark notes that there was significant interest in call for papers, which lead to a large programme. It is not as multilingual as they had hoped. Interpreting is actually very costly.

→ Sabina Schaffner (EC) asks Mark how feedback from delegates after the conference will be gathered.

→ Mark says he will discuss it with the EC during the next few days, and it will be sent to members over the weekend or next week.

**b. Applications for the XIX CercleS Conference in September 2026 (slide 49)**

Laurent Rouveyrol (RANACLES) mentions that there may be a proposal in the near future from RANACLES for Paris 2026.

*Postscriptum:* Laurent Rouveyrol confirmed that the the CercleS XIX Conference will be organised by Ranacles and will take place in Paris.

**5. Election of the new Executive Committee: September 2024-September 2028**

**a. Explanation of election procedure by Election Officer Dr. Regina Mügge**

*Standing Orders - Statutes of 2020, 4. Voting rights – Threshold for representation (slide 50)*

For the elections for the Executive Committee, the representation in the Coordinating Committee and the distribution of voting rights among the members of the Coordinating Committee is as follows:

- Full Members shall be represented on the Coordinating Committee by their chairperson for their first thirty paid-up members and by additional representatives for every thirty (30) (or fractions of thirty) additional paid-up members. Each chairperson and each additional representative has one (1) vote, with the understanding that a proxy vote between the Chair and additional representative and/or between additional representatives is possible when the

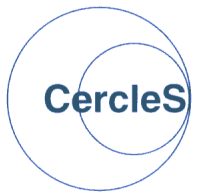
---

**Presidency**

Dr Sabina Schaffner / University of Zurich / Language Center of UZH and ETH Zurich  
Rämistrasse 71 / CH-8006 Zürich /Switzerland  
Tel. +41 44 634 52 80 / e-mail: [sabina.schaffner@sprachen.uzh.ch](mailto:sabina.schaffner@sprachen.uzh.ch)

**General Secretariat**

Dr Anne Chateau / Université de Lorraine / UFR Lansad (Langues pour Spécialistes d'Autres Disciplines)  
CLSH – 23 Boulevard Albert 1er – B.P. 60546 / 54001 Nancy Cedex / France  
Tel. +33 3 72 74 31 87 / e-mail: [generalsecretariat@cercles.org](mailto:generalsecretariat@cercles.org)



Chair and/or the additional representative(s) cannot be present at the Coordinating Committee meeting.

- The President, the Secretary General and the Treasurer or their deputies as members of the Coordinating Committee have one (1) vote each, it being specified that each function (President, Secretary General, Treasurer) has only one (1) vote. In case of re-election, they abstain from voting when their own position is being elected.

*Standing Orders - Statutes of 2020, Election process 5.1 - 5.4 (slide 51)*

- Majority calculated based on the votes cast, excluding abstentions, blank or invalid votes, which shall thus not be added to negative votes for the calculation of the majority.
- No candidate may be elected to more than one office.
- During the election, all candidates present leave the room when their position is discussed.
- Voting shall take place by secret ballot during the meeting of the Coordinating Committee following the call for nominations.

*Number of votes per NA and calculation of simple and two-thirds majority (slide 52)*

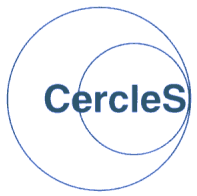
<b>National Association</b>	<b>Members*</b>	<b>Votes</b>
ACLES	63	3
AICLU	50	2
AKS	57	2
AULC	50	2
CASALC CZ	16	1
CASALC SK	3	1
FINELC	14	1
NUT	25	1
RANACLES	60	2
ReCLES	17	1
SERMO	10	1
SSH-CHES-CSUS	16	1
VUS	6	1
	<b>387</b>	<b>19</b>

**Presidency**

Dr Sabina Schaffner / University of Zurich / Language Center of UZH and ETH Zurich  
Rämistrasse 71 / CH-8006 Zürich /Switzerland  
Tel. +41 44 634 52 80 / e-mail: [sabina.schaffner@sprachen.uzh.ch](mailto:sabina.schaffner@sprachen.uzh.ch)

**General Secretariat**

Dr Anne Chateau / Université de Lorraine / UFR Lansad (Langues pour Spécialistes d'Autres Disciplines)  
CLSH – 23 Boulevard Albert 1er – B.P. 60546 / 54001 Nancy Cedex / France  
Tel. +33 3 72 74 31 87 / e-mail: [generalsecretariat@cercles.org](mailto:generalsecretariat@cercles.org)



*As members of the CC:*

- the President: 1
- the Secretary General: 1
- the Treasurer 1

In case of re-election, they abstain from voting when their own position is being elected.

**Total votes: 22**

Simple majority: **12**

Two thirds majority: **15**

**b. Short presentations by candidates (slide 53)**

The candidates are invited to share a short presentation of 3 minutes to the members of the Coordinating Committee. Alessandra Fazio was not able to travel to Durham and joins over Zoom. Cesare Zanca is still en route to Durham and has sent a video message.

**c. Election (slides 54-56)**

**- President of the Association (slide 57)**

Members of the CC are asked to vote for **Julia Zabala, ACLES** as **President** of CercleS

Possible votes: 22 | Votes required: 15 | Votes in favour: 21

**- Secretary General of the Association (slide 58)**

Members of the CC are asked to vote for **Mia Panisse, FINELC** as **Secretary General** of CercleS

Possible votes: 22 | Votes required: 12 | Votes in favour: 22

**- Treasurer of the Association (slide 59)**

Members of the CC are asked to vote for **Tom Grainger, RANACLES** as **Treasurer** of CercleS

Possible votes: 22 | Votes required: 12 | Votes in favour: 22

**- Vice-President of the Association (slide 60)**

Members of the CC are asked to vote for **Libor Štěpánek, CASALC CZ** as **Vice-President** of CercleS

Possible votes: 22 | Votes required: 15 | Votes in favour: 22

**- Deputy Secretary General of the Association (slide 61)**

Members of the CC are asked to vote for **Alessandra Fazio, AICLU** as **Deputy Secretary General** of CercleS

Possible votes: 22 | Votes required: 12 | Votes in favour: 21

**- Deputy Treasurer of the Association (slide 62)**

Members of the CC are asked to vote for **Ruth Tobias, AKS** or **Cesare Zanca, AICLU** as **Deputy Treasurer** of CercleS

Possible votes: 22 | Votes required: 12 | Votes for Ruth Tobias: 21 | Votes for Cesare Zanca: 1

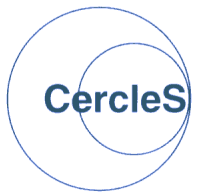
---

**Presidency**

Dr Sabina Schaffner / University of Zurich / Language Center of UZH and ETH Zurich  
Rämistrasse 71 / CH-8006 Zürich /Switzerland  
Tel. +41 44 634 52 80 / e-mail: [sabina.schaffner@sprachen.uzh.ch](mailto:sabina.schaffner@sprachen.uzh.ch)

**General Secretariat**

Dr Anne Chateau / Université de Lorraine / UFR Lansad (Langues pour Spécialistes d'Autres Disciplines)  
CLSH – 23 Boulevard Albert 1er – B.P. 60546 / 54001 Nancy Cedex / France  
Tel. +33 3 72 74 31 87 / e-mail: [generalsecretariat@cercles.org](mailto:generalsecretariat@cercles.org)



## Summary of results *(slides 63-64)*

Office	Candidates, NA	Votes obtained	Possible votes	Votes required
President	Julia Zabala, ACLES	21	22	15
Secretary General	Mia Panisse, FINELC	22	22	12
Treasurer	Tom Grainger, RANACLES	22	22	12
Vice-President	Libor Štěpánek, CASALC CZ	22	22	15
Deputy Secretary General	Alessandra Fazio, AICLU	21	22	12
Deputy Treasurer	Ruth Tobias, AKS / Cesare Zanca, AICLU	21 1	22	12

Sabina Schaffner congratulates the new EC and wishes them well. The election of the President has to be ratified by the General Meeting on 13 September.

## 6. AOB *(slide 65)*

- Next CC meeting: date to be defined and communicated by the new Executive Committee

Sabina Schaffner thanks everybody for their presence and contributions and thanks the members of the Coordinating Committee for their cooperation. *(slide 66)*

---

### Presidency

Dr Sabina Schaffner / University of Zurich / Language Center of UZH and ETH Zurich  
Rämistrasse 71 / CH-8006 Zürich /Switzerland  
Tel. +41 44 634 52 80 / e-mail: [sabina.schaffner@sprachen.uzh.ch](mailto:sabina.schaffner@sprachen.uzh.ch)

### General Secretariat

Dr Anne Chateau / Université de Lorraine / UFR Lansad (Langues pour Spécialistes d'Autres Disciplines)  
CLSH – 23 Boulevard Albert 1er – B.P. 60546 / 54001 Nancy Cedex / France  
Tel. +33 3 72 74 31 87 / e-mail: [generalsecretariat@cercles.org](mailto:generalsecretariat@cercles.org)