



College of Education and Behavioral Science – Procedure Manual

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Section: Administration

Subject: **Administrative Council**

The Administrative Council (AC) assists the Dean in the operations of the College. The AC consists of:

Dean, AC Chair
Associate Dean
Director of the Center for Excellence in Education
Director of Professional Education Programs
Department Chairs
Director of Childhood Services (*Ex Officio*)

Guiding Principles of the Administrative Council

AC is mindful of spending more of its energies on leadership concerns of the College than on routine management duties. AC will make every effort to incorporate “we” and “our” into our everyday conversations. AC believes in and hereby commits to use the following principles to guide its actions and decision-making on behalf of the College:

Clarity of Purpose

Talk with each other to the extent necessary to establish and maintain a clear sense of purpose in regard to whatever activity engaged in at the moment.

Commitment to the Common Good

Work to develop trust, teamwork, respect, cooperation, collaboration, mutual support, and a genuine concern for the welfare of the College.

Openness

Work together in an environment where honesty, full discussion of ideas, self-expression, listening, shared information, and understanding are prized and affirmed.

Learning

Nurture curiosity, wonder, creativity, and insight by asking “What if...?” and reflecting on both individual and collective actions.

Courage

Display the necessary energy, tenacity, and fortitude to achieve agreed upon purposes.



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Humor

Maintain a perspective that attempts to keep work appropriately joyful and fun, and to not take itself too seriously.

Integrity

Hold itself accountable for living out these guiding principles in everyday interpersonal relations, actions, and decision-making.