

Operational Procedures*
2011 ALP Seminar

1. Confidentiality
 - a. Preface stories or examples that are particularly sensitive
 - b. Keep all information learned in the sessions private, especially identifying information
2. Missing a session
 - a. It's expected that this will be a scheduling priority for everyone
 - b. Effort should be made to alert the group of absences ahead of time
3. Preparedness
 - a. We are committed to the idea of being prepared for conversation, so articles should be read ahead of time
 - b. Readings will be posted to blackboard as early as possible, but no later than 2 weeks in advance
4. Encouraging conversation
 - a. Foster a climate of openness where it is ok to be wrong
 - b. Listen carefully to others
5. Group Dynamics
 - a. Follows "Ground Rules for Effective Groups" (see reverse)
 - b. An environment of mutual learning
6. Outcomes
 - a. We expect to be better administrators
 - b. We value the opportunity to network
 - c. We are interested in follow up meeting beyond the semester of seminars
7. Cell phones
 - a. Cell phones should be off during session, unless there is an emergency that the group has been warned about
 - b. No email checking during the seminar
8. No "inside baseball"
 - a. Give context for stories and examples in such a way that people outside your discipline/department/school can learn from it as well

*ALP Program directors work with each fellowship cohort to establish customized operational procedures that are based on group members' input and unique each year

Ground Rules for Effective Groups

Core Values Guiding Ground Rules:

1. Transparency
2. Curiosity
3. Accountability
4. Informed Choice
5. Compassion

Ground Rules:

1. State views and ask genuine questions
2. Share all relevant information
3. Use specific examples and agree on what important words mean
4. Explain reasoning and intent
5. Test assumptions and inferences
6. Jointly design next steps
7. Focus on interests, not positions
8. Discuss undiscussable issues
9. Use a decision making rule that generates the level of commitment needed

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