URGE Pod guidelines for The University of Vermont’s Gund Institute+ Pod

1. Group norms and discussion guidelines

General meeting guidelines

- Be as present as you can
- Step up/step back
- Permission to “be raggedy”, asking questions in OK
- Assume good intentions, attend to impacts
- Listen to understand rather than to respond
- Learning goes, stories stay
- Expect non-closure accept disagreement as part of our work
- Share to process and help others learn, not to prove yourself
- Equal time given to every member of the pod; being intentional about including everyone
- During challenging moments, to ask questions with curiosity/focus on ideas rather than individuals
- Accountability, humility, assume good intentions, knowing we may make mistakes
- Use I statements when speaking about your own experience
- Use we statements to acknowledge responsibility for group
- Acknowledging nuance; issues/topics can be multidimensional
- Feeling uncomfortable is ok, feeling unsafe is not; we are aiming for the “stretch zone”
  (comfort-stretch-panic)
- Share, respect, and use others’ pronouns properly (apologize if you make a mistake)
- Check in the following week about previous discussions

Additional meeting guidelines for our virtual space

- Good “zoom” etiquette: listen, be mindful of non-verbal responses, no checking emails
- If possible, leave camera on
  - Helps to build connection
  - Facial expressions might help understand intent
  - Helps provide feedback as listener
Use “raise hand” in larger group setting
Use chat function for comments and ideas.

Important sentiments to remember

Overarching goal is to learn and develop a framework for action within our departments and schools across the University. Learning is the first step in making progress, and URGE is rooted in action.

2. **Group decision making framework**
   - Discuss important decisions in small groups (breakout groups) and report back to larger group.
   - Consensus for overarching themes is desired but not required for details.
   - Use scale for decision making and consensus: 0-1 = veto, 2-3 = I’m ok with it even though I don’t agree completely, 4-5 = I agree 100%.
   - Use polls for these decisions.

3. **Pod member roles and responsibilities**
   - Bella Bennett: Pod communications, logistics, facilitation support, submission of deliverables upon completion.
   - Julia Perdrial & Dustin Kincaid: facilitation of first few weekly pod meetings. Rotation facilitation thereafter.
   - All pod members rotate in taking notes and preparing deliverables. The rotation schedule for tasks is here: [UVM-GUND POD tasks.xlsx](UVM-GUND POD tasks.xlsx)