Princeton GEO/AOS URGE Pod Guidelines

**Tuesday Podlet Guidelines**

**Ground Rules (expansion on the provided rules)**
1. Listen actively -- respect others when they are talking.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
3. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas and problems rather than people.
4. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
   - Normalize calling people out/in in a respectful manner
   - Stay on topic (anti-racist conversations)
6. The goal is not to always agree -- it is to gain a deeper understanding.
7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
9. Maintain confidentiality. All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting. **10. Value every Pod members voice equally**

**Making Decisions s a group**
- Anonymous voting via zoom. Decide by consensus agreement
  - Be inclusive of a diversity of opinion. If the group does not 100% agree, acknowledge the other opinions in the group with the understanding that the group will move forward with their decision.

**Pod roles and responsibilities**
- Gemma and Ashley = Pod leaders, act as points of contact between URGE and members of the Pod. Pod leaders are going to gather together notes from Pod discussions to make one deliverable for the department.
  - We will preserve anonymity for anyone who does not want a statement of theirs to be shared or attach their name to a statement within these meeting notes. -
Deliverables will be shared with Pod members and the discussion notes will always be shared with Pod members so that they can add/edit as they see fit.

1. Schedule meetings
   a. Renee is on the west coast (schedule after 11 am) (time frame: 11am-7pm EST)

2. Take attendance (note taker will be attendance taker)
   a. Stephen Griffies, Bess Ward, Blair Schoene, Alex Huth, Ashley Maloney, Gemma Sahwell, Renee Delamater, Sarah Ward, Eunah Han, Maike Sonnewald

3. Note taker: assign different note takers each meeting, notetaker will also be attendance taker

4. Pod leaders will be responsible for uploading deliverables to the URGE website

5. Future Task: Schedule meetings with organization/institution leadership (Week X) a. What concrete things exist now (orgs and admin people) that we can figure out how to reach out to enact the policy changes that we come up with.

6. Read supplemental articles / materials for deliverables as needed
   a. Everyone is responsible for doing the reading and supplemental reading (if you have the capacity).
   b. Everyone is also encouraged to share material that they see as applicable for the group (we have a slack for this)

7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings
   a. The Pod leaders of all the groups will work on this together

8. Gemma will start each meeting's google doc with a recap of what was discussed last session so that there is continuity in the discussions.
Princeton URGE Wednesday Pod Guidelines: What we need to ensure a safe, inclusive environment to discuss difficult and potentially controversial issues.

1. Participation
   - We will do as much of the reading as possible. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
   - Come ready to listen and get comfortable with being uncomfortable. Our goal is to be introspective and look to ourselves instead of assigning external blame. Listen to understand, not to react.
   - Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
   - We seek to have an equitable dialogue at each meeting, listening to one person at a time with roughly equal time to share. We will each step up and step back as needed.

2. Conduct
   - Listen actively -- respect others when they are talking.
   - Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
   - Avoid harmful language, including ableist, ageist, racist and gendered language; intentionally practice interjecting into harm.
   - Don’t put people on the spot and don’t ask people of color questions or to speak for everyone. Trust the experiences of people of color when they chose to share.

3. Confidentiality
   - Whatever is discussed here stays here, except what we learn. Maintain confidentiality.
   - All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting.
   - All notes of Pod Meetings shared outside of this Pod will be anonymized, unless otherwise requested.

4. Feedback
   - Anonymous feedback may be sent to Pod Leaders Glen Chua and Jesse Farmer, using [this Google Form](#). Submitted feedback will be compiled for all Pod Members at [this Google Sheet](#).
5. Pod Decision Making, Responsibilities, & Deliverables

- Decision making will be reached by consensus. Our Pod will attempt to follow the procedure outlined here. The discussion session leader for each meeting will be responsible for ensuring consensus is reached during the meeting. For each session:
  - **Discussion session leader(s)** is responsible for:
    - Reading supplementary material as needed.
    - Preparing the discussion session agenda and sharing it with the group by 24 hours before the discussion.
    - Keeping track of time and ensuring the group stays on the agenda.
    - Preparing an outline of the deliverable before the discussion session.
  - **Deliverables coordinator(s)** is responsible for:
    - Drafting the session deliverable after the discussion, taking into account the session notes and decisions made during the discussion by the group.
    - Getting podlet deliverable to Princeton pod leadership by session deadline.
  - **Note taker(s)** is responsible for:
    - Taking/recording attendance.
    - Taking notes for each meeting
    - Making meeting notes available via the Pod Google Drive.

- Deliverables will be discussed during the Pod meeting, following which further comments and suggestions can be made before the final document(s) are circulated to all Pod members by Thursday 8pm eastern time.

- Finalized Pod deliverables will be undersigned by all Pod members by Friday 3:00pm eastern time.

The above text has been read and agreed to by the undersigned:

<table>
<thead>
<tr>
<th>Jesse Farmer</th>
<th>Graeme MacGilchrist</th>
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<tbody>
<tr>
<td>Ryan A. Manzuk</td>
<td>Marion Alberty</td>
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<tr>
<td>Glen Chua</td>
<td>Anne-Sofie Ahm</td>
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<tr>
<td>Mason Scher</td>
<td>Shannon Haynes</td>
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<tr>
<td>Yuri Tamama</td>
<td>Sirus Han</td>
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Princeton GEO/AOS URGE Pod
Thursday Podlet Guidelines

Conduct
1. Keep webcams on when possible, but allow for personal needs -- if the conversation goes far beyond a person’s comfort zone, they are allowed to take a step back and turn off the camera.
2. Speak from personal experience and in a way that does not invalidate others’ experiences. Try not to make generalizations.
3. Listen actively to other members when they are speaking. Be present in the discussion and try your best to avoid distractions.
4. Participation by everyone is encouraged.
5. Do not be afraid to disagree with other members, but do so respectfully.

Confidentiality
1. Be clear about privacy -- start each meeting by telling other members if you are in a public space/if there are others in their immediate vicinity who may hear your end of the discussion.
2. Use headphones when there may be others around to hear you.
3. All personal stories and information shared during the discussion shall remain confidential, and only be discussed within the podlet.
4. Deliverables each week will be edited/re-worded by all before presentation to other pods and submission to the URGE website.

Member Roles and Responsibilities
1. All members are expected to do their best to read/watch all materials before the pod meeting.
2. Each meeting will be led by 2 to 3 people, with the next discussion leaders selected during the previous meeting.
3. Members are asked to come up with discussion questions before the meeting.
4. Discussion leaders will guide discussion and prepare discussion questions, but allow other group members to share their questions.
5. Deliverables will be formed as a group, refined by session leaders, and presented to all pod members before being shared with other pods -- pod members should try their best to review deliverables before sharing.

The above guidelines have been reviewed and agreed to by all pod members.
Princeton GEO/AOS URGE Pod
Friday Podlet Guidelines

1. Ground Rules
   - Listen actively -- respect others when they are talking.
   - Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
   - Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas and problems rather than people.
   - Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
   - Instead of invalidating somebody else’s story with your own spin on their experience, share your own story and experience.
   - The goal is not to always agree -- it is to gain a deeper understanding.
   - Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
   - Assume everyone’s good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
   - Maintain confidentiality. All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting. (Students & postdocs should be aware of pod faculty members’ mandatory reporting requirements.) We will endeavour to ensure everyone is given a chance to speak, using zoom visual signals, chat and raised hand functions to indicate our intention to speak.

2. Making decisions as a group - as a small group we will aim to make decisions by consensus.

3. Pod member roles and responsibilities
   - Pod leaders will schedule meetings, and communicate deliverables with Princeton lead. For each session, pod leaders will request volunteers to take attendance, notes. A shared google doc will be created each session for pod members to sign up for supplemental readings.