

URGE Pod Guidelines for MIT Department of Earth, Atmospheric and Planetary Sciences

The following document details the rules and responsibilities that the members of the Unlearning Racism in Geoscience (URGE; www.urgeoscience.org) pod will follow with regard to pod sessions and the creation of deliverables for the group. These rules and responsibilities were created to encourage respectful listening and sharing, with the aim of creating a space where pod members can learn and grow.

URGE is divided into 8 2-week sessions, with one meeting each week. Week 1 of each session is devoted to discussion of readings and interviews and preliminary discussion of the session's deliverable. In week 2 of each session, pod members will discuss a draft deliverable prepared by selected pod members. Because of the size of EAPS' pod, we will divide into 4 smaller groups ("podlettes") for these discussions. Each podlette has a discussion leader.

Ground 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. The goal is not to always agree -- it is to gain a deeper understanding.
5. Be conscious of body language and nonverbal responses, both your own and others' -- having these conversations over Zoom is hard, and our nonverbal responses are powerful communicators.
6. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
7. 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.
8. Listen and believe experiences voluntarily shared by others. When asking questions, do not demand others to share their personal experiences.
9. Step up, step up: if you are speaking a lot, step up your listening. If you are listening a lot, step up your speaking. Community growth depends on the inclusion of every individual voice.

Group Decision-Making Process:

1. Deliverable representatives from each podlette will take notes on the podlette's discussion during the week 1 meeting of each session in the Google doc for their podlette for that session in the EAPS URGE Pod Google Drive folder.
2. Deliverable representatives from each podlette will meet and create a first draft of the deliverable with input from relevant stakeholders or experts in the department or at MIT.

Template for each deliverable:

- Goal
 - Components that address specific URGE deliverable prompts
 - Implementation & accountability plans
 - Proposed timeline of actions
 - Role of URGE deliverable with respect to departmental action plans
 - EAPS member(s) / group(s) responsible for follow-up (if necessary)
 - Concerns/Dissenting Opinions
 - Department/MIT Resources
 - Good ideas from other pods' deliverables
3. Creating this deliverable may involve some work outside regular URGE meetings, and all podlette representatives will be expected to contribute equally, within reason and recognizing that everyone will have slightly different circumstances. Representatives may have a separate meeting or just coordinate over e-mail/slack.
 4. Deliverable representatives will present the first draft of the deliverable during the week 2 meeting of the session. Discussion in the week 2 meeting will provide pod members the opportunity to suggest revisions and express dissenting opinions or concerns regarding the first draft.
 5. After the week 2 meeting, the deliverable representatives will incorporate feedback to produce a "final" deliverable. Concerns raised in the discussion that are not dealt with in the revisions to the "final" deliverable are recorded and listed at the end of the deliverable. This will ensure that all members' opinions are included. The final deliverable should be made available in the folder for that session within one week after the session ends.
 6. After deliverables from other pods have been made available on the URGE website (urgeo.org), deliverable representatives should add a section to the final deliverable listing good ideas from other pods' deliverables.

Pod Member Roles and Responsibilities

1. Deliverable Representatives: Each podlette will have at least one representative helping draft and revise each deliverable. Representatives are responsible for meeting outside of URGE meeting time or otherwise coordinating on drafting deliverables. Representatives are responsible for notetaking or delegating notetaking during their weeks, though all members of the pod can add comments to the draft documents after the week 1 session. The representatives should send out the draft of the deliverable by e-mail by noon on the Monday of week 2 of the session. Deliverable representatives are also responsible for incorporating feedback from week 2 discussions and preparing a final version of the deliverable within one week of this meeting, and adding a section describing good ideas present in other pods' deliverables.
2. Non-Deliverable Representatives: Each member is responsible for reading the material ahead of the week 1 meeting and participating in the discussion. Members should also read the draft deliverables sent out the day before the week 2 meeting. Members are

strongly encouraged to watch the interviews if possible. Members are also encouraged to explore the deliverables from other pods posted on the URGE website.

3. Podlette leader (Henri, Kristin, David, Athena): Responsible for moderating discussions in each podlette. Henri will upload deliverables to the URGE website, and David will share deliverables with the EAPS Diversity, Equity and Inclusion Committee within two weeks of the end of the session at the latest, with the expectations that many deliverables will be shared with the DEI-C before then. David will also share the deliverables with the faculty at the end of the last session.

URGE Pod Agreement for MIT Department of Earth, Atmospheric and Planetary Sciences

This agreement is between the EAPS URGE Pod and EAPS leadership. Our Unlearning Racism in Geoscience (URGE; www.urgeoscience.org) pod will be learning about issues related to racial equity in geoscience this term through readings, interviews with experts, and discussions, and will be working to produce a variety of products intended to help advance equity in EAPS.

We are committed to URGE's primary objectives:

1. Deepen the community's knowledge of the effects of racism on the participation and retention of Black, brown, and Indigenous people in Geoscience.
2. Use the existing literature, expert opinion, and personal experiences to develop anti-racist policies and strategies.
3. Share, discuss, and modify anti-racist policies and strategies within a dynamic community network and on a national stage.

We are committed to our pod's objectives:

1. Discuss and assess the racial justice, equity, and inclusivity of our department.
2. Develop products that advance equity and inclusion in EAPS and that support progress toward the goals of both the [Summer 2020 Action Plan](#) and [DEI roadmap](#).

Products drafted by the EAPS URGE Pod, including the implementation plans and timelines suggested by the Pod, will be collected and shared with the EAPS Diversity, Equity and Inclusion Committee (DEI-C) during spring 2021. The DEI-C will provide input on the products and share them with relevant decision-making groups in the department. In several instances, products connect directly to the DEI roadmap for the department, and they will be used to advance progress on the roadmap. The DEI-C will also hold a meeting with URGE participants in May 2021 to discuss key learnings and next steps. By September 2021, the DEI-C will provide a written summary of the implementation status of each deliverable and explanations for any deliverable modifications.

URGE products will also be shared with faculty in their entirety, and any product whose implementation requires faculty consideration will be discussed in one or more faculty meetings in Spring 2021. Additional faculty meeting time devoted to enacting specific URGE deliverables will be available in Fall 2021 if necessary. Key discussions, readings, and interviews from the global URGE effort will also be collected and shared with the DEI-C and faculty to enhance opportunities to learn about racial equity in geoscience.

[Signed]



Henri Drake, Kristin Bergmann and David McGee, Pod leaders



Rob van der Hilst, Department Head



David McGee, Associate Department Head for Diversity, Equity and Inclusion

Pod members

Concerns / Dissenting opinions

Some members of the pod expressed concern about not including more specifics about the implementation plan of each deliverable from the outset in this pod agreement. In the absence of details about deliverables in later sessions of the URGE curriculum, the pod leaders decided to instead propose a template for each deliverable and a framework for integration of our pod's deliverables with other efforts within EAPS.