



UMass Amherst Geosciences URGE Pod Guidelines

Pod Ground Rules

- 1) Listen actively -- respect others when they are talking.
- 2) Speak from your own experience instead of generalizing, no one person can speak for an entire group. (Use "I" statements 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) [Call people in, not call people out](#) When someone says or does something that has or has the potential to inflict or create harm, try to understand their perspective and use compassion to create a teachable moment that helps everyone grow.
- 5) Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
- 6) Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
- 7) The goal is not to always agree -- it is to gain a deeper understanding. Critical discussion is necessary for growth.
- 8) Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
- 9) Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended. **Impact > Intent**
- 10) 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.
- 11) Be mindful of distributing "air-time" equally. Give others opportunities to speak. Please use the hand raise-tool or indicate in the chat when you have something to say so that session leaders can moderate the discussion.
- 12) Be prepared to give and receive critical and constructive feedback.

Decision Making Strategy

We have decided to use a **consensus approach** to decision making and confirmation of deliverables. We will discuss approaches to the deliverables in our weekly meetings, and then assign group members to post a draft of deliverables in our drive. There will be a commenting period, and members can initial in the google drive when they are in agreement that the deliverable can be submitted. A designated person will then submit the deliverable on the date posted in the drive.

We can refer to this link for strategies to reach our consensus.

<https://www.seedsforchange.org.uk/shortconsensus>

Division of Labor Strategy

We will primarily use a google drive system to keep track of responsibilities

1) Scheduling

- a) There will be weekly meetings to allow time to discuss the readings and interviews, and discuss action items to accomplish deliverables. In general, we will try to alternate weeks of reading/interview discussion with deliverable planning meetings, but will remain flexible if we need more time for either discussion or deliverables.
- b) 2 pod members will lead each session, which they will sign up for in the "URGE Responsibilities" spreadsheet on the google drive
- c) Session Leader Responsibilities
 - i) Email out zoom link for meetings (as well as adding to the scheduling sheet)
 - ii) Upload session materials to google drive
 - iii) Set up a meeting agenda in the drive prior to the meeting
 - iv) Follow up with whoever was assigned deliverables for that session during the planning meeting.

2) Discussion

- a) Session leaders will guide the discussion with talking points offered by URGE.
- b) One person will sign up in the Responsibilities spreadsheet to take notes/attendance at each meeting
- c) Try to watch the live interviews right before the discussion

- d) There will be a live notetaking document in the corresponding session folder on the google drive we can all contribute to while watching the interviews

3) Deliverables

- a) One or more members will be assigned to complete the tasks of the deliverable by a date specified in the responsibilities schedule. We will divide the responsibilities of the deliverables in our planning meetings, and assign tasks in the scheduling document. Session leaders will follow up on those tasks.
- b) The majority of the content in the deliverable will be discussed in the meetings, and we should reach good consensus on deliverables in that way. However, for finalization there will be a commenting period on the deliverable that has been posted to the drive by the assigned member. Deadline for deliverables to be posted to the google drive will be 2 days before the submission to URGE deadline. The commenting period will therefore be for 2 days. After pod members have reviewed the deliverable, they can initial next to it on the responsibilities schedule.
- c) After the commenting period has concluded, Kelly will send the deliverable to URGE.
- d) All deadlines are listed in the google drive, as well as who is responsible. Group tasks have been bolded in the spreadsheet.