

DELIVERABLE #1

Pod Guidelines for the Jackson School of Geosciences (JSG) Pod at The University of Texas at Austin

The JSG URGE Pod has 87 Members. Therefore, the Pod is split into "Podlets" to accommodate meeting times and foster discussions in smaller groups. Below is the synthesized deliverable for the JSG pod with specific guidelines for each Podlet.

Note that there may not be consensus between podlets.

Most JSG Podlets agreed to the basic ground rules Suggested (#1- #9 below); some had additional ground rules for their podlet specifically (detailed below for each Podlet).

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.
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.

If the need arises, people can temporarily switch pods for the week (e.g., if a scheduling conflict arises), but they must follow the guidelines for the podlet that they join and are encouraged to notify the podlet leaders of the swap

To streamline the JSG Podlets, the following will be coordinated through Canvas by the Pod Leader:

- Meetings through Canvas Zoom Scheduling
- Upload deliverables to the URGE website
- Schedule meetings with organization/institution leadership
- Synthesize deliverables for the entire JSG Pod

Podlets are responsible for the following:

- Take attendance (important for accountability)
- Take notes as needed, especially in discussions of deliverables
- Read supplemental articles/materials for deliverables as needed
- Draft podlet deliverables and share with pod for review/edits/discussion

PODLET-SPECIFIC GUIDELINES, AGREEMENTS, AND RESPONSIBILITIES

Tuesday morning Podlet

Guidelines: All podlet members agree to 1) actively participate in URGE activities; 2) respect each other; 3) maintain confidentiality. We will strive to make all decisions by consensus, but if a consensus cannot be reached, we will agree with the majority vote.

Tuesday Noon Podlet

The podlet agrees with the proposed Ground Rules (#1-9), but suggests the following addition to a few points:

- #1- It is important that each member of the pod(let) has an equal voice within the group, regardless of their position within the university and department.
- #8- To address potential negative impact, the podlet will implement the "oops/ouch" method (via zoom reactions) during meetings to indicate when a statement has had a negative impact on a member(s). The statement in question can then be addressed.
- #9- All comments made during podlet discussion will be anonymized before being included in any deliverables/discussion posts.

When making decisions, the podlet will begin with a consensus process and attempt to reach agreement. If consensus is unreachable within time limit for deliverable, we will agree by supermajority and acknowledge the limited consensus and note alternate options when presenting the deliverable.

Tuesday Evening Podlet

The podlet agrees with the proposed Ground Rules (#1-9), but have added the following:

- Start each meeting with a description of that session's deliverable.
- The meeting time will be split (as evenly as possible) between a discussion of the paper/interview and work on the deliverable for that session.
- Allow the session moderator to provide periodic input from the Zoom chat, to make it easier for people to chime in.
- Members are able to join/leave as needed, and there is no need to force the session to fill more space than discussion requires (i.e., every session does not need to run 90 minutes).
- Follow the Ouch/Oops rule - Say ouch if someone says something that you find hurtful and say oops and genuinely apologize for the ways your intention did not match your impact.
- The group contains multiple mandatory Title IX reporters who are legally obligated to report any Title IX related issues. At any point, feel free to ask the Title IX reporters to leave (temporarily) to discuss an experience, no explanation necessary.
- End the paper discussion session with a summary of key observations made in the chat that might have been missed/unable to have been raised by the session moderator.
- All of the pod rules and guidelines are fluid and up for debate/additions throughout the Sessions. Decisions on additions/changes will be made by the group.

Decision Making: Before any decision is made, all options will be fully described. Decision making may take two forms, depending on what is being decided:

- Majority vote will hold for decisions that will only affect the pod (thumbs up emoji on Zoom).
- Consensus will be required if the decision affects members outside the pod (e.g., anti-racist action plan).

Roles/Responsibilities: Roles will change each week, and members can sign up via the attendance sheet.

- **Session leader:** Broadly runs the session meeting, leading the group through both paper discussion and deliverable discussion.
- **Deliverable leader:** Takes charge of the deliverable for the session, taking notes and

- writing as needed, creating the final deliverable, and sharing with the larger JSG pod.
- **Session chat moderator:** Keep track of the Zoom chat, ensuring that any points raised in the chat also get raised in the discussion.
- **Note-taker + leader of side-quests:** Someone to take notes and jot down ideas for good ideas that are not strictly related to the deliverable for that session.
- **New term definer:** Add to the table of new terms/definitions in the shared Google Drive each week.

Wednesday Lunch Podlet

We agreed to follow the recommended ground rules for discussion and did not feel the need to change them. Our discussion of the recommended ground rules emphasized the importance of maintaining confidentiality.

We agreed to make decisions by consensus. In summaries of our discussions, this will include laying the different sides/opinions presented.

We agreed that, rather than call anybody a "leader", we will have a PGC (Podlet Guidance Councilor).

Wednesday Afternoon Podlet

Deliverable 1: All podlet members agree to the proposed guidelines in the deliverable document.
 - All podlet members suggest the inclusion of another guideline: "Be aware of power dynamics/differentials among those within podlet".

Thursday Morning Podlet

The podlet agrees with the proposed Ground Rules (#1-9), but have added the following:

- 4a. Make a conscious effort to make space for all to participate in the conversation ("Step Up Step Back")
- 9a. personal stories will not go into any notes or other saved documents
- If you can't make it to the meeting please communicate that to the group in advance if possible.

Agreements will be made by *consensus*

Friday Morning Podlet

Podlet Ground Rules and Guidelines: Same as suggested, with the following additions:

9. If your feelings do get hurt or if you sense that the power dynamic has become inequitable, post the open face emoji or verbally say "ouch" or "balance", respectively. The speaker should immediately react by saying "oops". Address the "ouch" or "balance" in the moment and at the end of the meeting during our 'emotional checkout' (5-10 min at end of session).
10. Title IX infractions must be reported. Be conscious of identifying information that you don't want reported while discussing your narrative.
11. Be sure to discuss solutions to the issues that arise.
12. Respect an individual's choice to be silent.

Friday Afternoon Podlet

Our Podlet agrees to the basic ground rules suggested by URGE and has the following additional guidelines:

- Make space, stand up, step back.
- Follow the Ouch/Oops rule - Say ouch if someone says something that you find hurtful, and say oops and genuinely apologize for the ways your intention did not match your impact. We will endeavor to use the reactions on zoom to make it clear we want to pause the conversation in (e.g. use the wow face for "ouch")

- Build our own [land acknowledgment](#) with more meaning than just a list.
- The meeting time will be split (as evenly as possible) between a discussion of the paper/interview and work on the deliverable for that session.
- The group contains multiple mandatory Title IX reporters who are legally obligated to report any Title IX related issues. At any point, feel free to ask the Title IX reporters to leave (temporarily) to discuss an experience, no explanation necessary.
- **Work through conflict:** We are here to learn, be kind and thankful for others' emotional labor
 - Apologize when appropriate -if you can see where you went wrong, where you made an assumption, or hurt someone – own up to it and mean it.
 - Repairing after a conflict: We will make mistakes and we will need to repair our relationships after conflicts. Steps for repair:
 - Reflect alone when you are calm
 - Reflect with another person we trust outside of the situation,
 - Ask to speak with the person who we need to repair with, focusing on impact and not intentions
 - Open a space for anything else that was missed (e.g. "Is there anything else you'd like to talk about?")
- Trust that the person speaking has good intentions even if their impact is negative. Likewise, just because your intentions are good does not mean you did not hurt someone.
 - Norms around communication are often defined by the dominant group or culture. In her book, "White Fragility", Robin DiAngelo writes, "Respect is rarely defined and what feels respectful for white people is not the same for POC. **White respect is typically without conflict, no expression of emotion, no challenging of racist patterns, and a focus on intention over impact.** This creates a hostile environment for POC that does not account for the unequal power lines and doesn't apply equally across race. Rather, this reinforces the racial status quo."
- Be careful of how you use humor. You may be invalidating someone.

Decisions will be made by Podlet Consensus

Roles/Responsibilities

We will shuffle the following responsibilities (podlet members will assign themselves a task the week before our Zoom meeting): Note taking, Attendance, Draft deliverables (start before the discussion), Supplemental reading:

Other questions our group had/ideas we want to implement:

- How do we go beyond the JSG to make URGE More Impactful at UT Austin?
- "Personal Podlet Deliverable": Build our own [land acknowledgment](#) with more meaning than just a list of native groups that have lived here (i.e., do some research on these people).