

## Williams College Pod URGE Deliverable #1

### What are our ground rules?

- We acknowledge that it can be hard to be honest, and people are often worried about making mistakes and revealing implicit biases.
- We will make mistakes!
- We will be generous with each other when we do make mistakes and we will assume the best from each other
- We will allow an expression of opinions and do our best not to prejudge others ideas
- A focus on Calling *in* instead of calling *out* - instead of shaming someone for their ideas or words, point out potential problematic language or ideas and help to guide the person(s) towards a better understanding.
- Try to hear what people are *trying* to say and focus less on specific words. Make unpacking people's intentions part of the rules of the space
- This is a confidential space - both our own stories, and things that have happened and are currently happening on our campus and community.
- We will feel safe talking about external and community experiences with racism and sharing personal stories.

### How do we want to make decisions?

- We will use *consensus* - but we will be careful and intentional about how we reach consensus, and when we know we are done.
- We will recognize the impact a decision might have - that there might be situations where some members of the group should have a louder voice than others.
- We will be really clear about *when* we've reached consensus and make clear that everyone is OK to move forward with a decision (non-verbal communication will be key here to get a sense of where the group is at - thumbs up, thumbs down, etc)
- We will make an opportunity for 'dissent' so that people who disagree can feel like their voices are heard. We **all** have to share our ideas and voices for this to work.
- We will work to be clear about when we are in a decision making process
- Despite our different roles, ranks, and institutional homes, *everyone has an equal voice in this.*
- Some decisions will be shifted to department meetings if necessary
- Because of our different roles and institutions, the actions that we take might take different forms and that's OK.
- We will be clear about what steps we are taking, and who is taking them.

### How do we want to divide up our work?

1. Schedule meetings (use when2meet, doodle, etc to make this easier!)  
Phoebe will do this
2. Take attendance (important for accountability)

We will each take our own attendance in the session's google doc!

3. Take notes as needed, especially in discussions of deliverables

Rotating note-taker: someone who hasn't done it yet will volunteer at the beginning of each meeting.

4. Upload deliverables to the URGE website

Phoebe. May need help formatting from others

5. Schedule meetings with organization/institution leadership (session 2)

TBD - we will decide at our next meeting

6. Read supplemental articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.)

TBD - as needed

7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings

Rotating, 1-2 people work on each deliverable