

UNL Earth and Atmospheric Sciences Pod

Deliverable – Pod Guidelines

1. Ground Rules

1. Listen actively – respect others when they are talking. Recognize the value of views from those with different experiences and rank.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
3. Encourage a culture 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, but we recognize that participation also includes showing up and listening.
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. When it comes to personal information and stories, "What happens in URGE stays in URGE."

2. Making decisions as a group

When we encounter disagreement as a group, we will make decisions by a supermajority vote of 75% or greater. In the event that there is strongly voiced opposition to a decision, dissenting voices will be invited to add a dissenting statement, if possible for that session's deliverables.

3. Pod member roles and responsibilities

The pod will have several roles, most of which will be rotated among the participants to share responsibilities and tasks from session to session. We have set up a Slack group and have created a poll for participants to sign up for rotating roles in each session. These roles should be flexible so they can be modified as a regular workflow coalesces, but they will initially include:

1. **Pod leader:** The pod leader is the point of contact between URGE and the Earth and Atmospheric Sciences pod; their primary tasks are to pass along messages from the

URGE team to the pod, and to upload files like deliverables to the URGE website. This role will not rotate each session.

2. **Meeting scheduler:** Runs a scheduling poll if necessary; confirms meeting time(s) for that session; confirms Zoom link for the group; sends a reminder to attend.
3. **Discussion facilitator:** Reads the assigned article as well as one or more pieces of supplemental reading, as appropriate; watches the session interview; reads the session deliverables, goals, and prompts; comes to the session with some prompts to get the discussion started and some strategies to keep it moving along productively. Facilitates the discussion during the Zoom meeting.
4. **Note taker and Liaison:** Takes attendance at session discussion meeting(s); takes notes related to the discussion and the deliverables and goals for that session, and shares those notes with the group on Slack soon after the meeting. If there are two podlets, attends both meetings to provide continuity for that week.
5. **Deliverables manager:** Starts preliminary drafts of deliverables based on the session discussions; Posts a link to the group-editable file(s) and monitors group revisions for technical problems (Google docs or Microsoft Onedrive/Sharepoint may be good options); sends a reminder before deliverable deadline; uploads final drafts to the URGE website.
6. **Extra tasks:** Any additional roles depend on a given session's goals, and could include extending invitations to university leadership, researching a piece of information needed for deliverables, etc.