USD EOSC URGE Pod Guidelines and Norms

Guidelines during Discussions
- Listen actively -- respect others when they are talking. The moderator should particularly pay attention if a few people are dominating the conversation and encourage participation from others.
- Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
- Assume everyone's good intentions but we also encourage members of the group to suggest changes to other members' language or ways of saying things, particularly in regards to our guidelines.
- 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.
- Focus on solution-driven discussions instead of complaint-focused discussions.
- Aim for a reflective perspective, and try to avoid defensiveness.
- 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.
- The first half of the meeting will be dedicated to discussing the reading/materials for that week, and the second half of the meeting will be dedicated to revising/refining the deliverable.

Pod Member Responsibilities
- Every pod member should be committed on attending all meetings and participating actively.
- Every pod member should read articles and go over other materials to prepare for each meeting.
- Moderator/Facilitator of each meeting will be rotated, and determined at the beginning of the meeting. The goal of the moderator/facilitator is to make sure everyone gets a chance to participate and guide the conversation.
- Note-taker will also be rotated, and determined at the beginning of the meeting

Deliverables
- By the Wednesday before our meeting, a template for the deliverable for that section will be started, and members are expected to add comments and ideas to the document to discuss on the Friday meeting.
- For a consensus on things to be included in the deliverable (including policies we are drafting as a department), 5 out of the 7 members of our pod should agree.
- After the Friday meeting, the draft of our deliverable will be passed around, and final feedback should be provided by 9pm before being submitted by our pod leader.