URGE Pod Guidelines for the Department of Earth, Environmental, & Planetary Sciences (DEEPS) at Brown University

Ground Rules
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.
10. Be mindful of the space you take up. Both how much and how little you speak.
11. "Ouch" and educate. Feel free to indicate something that made you uncomfortable and work to help others understand your point of view.
12. Be brave and willing to be corrected/learn.
13. Consider your position of power in these conversations. Use breakout rooms and an anonymous feedback form in sessions to allow everyone to speak and to break up the power dynamic in discussions.
14. Make a habit of [critical reflection](). Recall the paper/interview/discussion and reflect on how principles of inclusion (or, perhaps, a lack of inclusion) affected you. Identify at least one specific action you can take to create an inclusive environment or minimize stereotype threat.

1-9 Adapted from http://www.edchange.org/multicultural/activities/groundrules.html and https://www.mnys.org/assets/1/6/ground_rules_-_arc_discussion.pdf

Decision Making

Use group consensus for decision-making. Pod leaders for each session will coordinate to solicit group editing/anonymous feedback. Allow time for editing between/after the two discussion groups (second Wednesday of session, first Monday of following session) up through Wednesday of the following session. Deliverable will be submitted by Brendan the first Friday of the following session.
(https://www.seedsforchange.org.uk/shortconsensus)

Pod Members Roles and Responsibilities

Schedule meetings	Brendan & Cody
Take attendance	Pod leader for each session
Take notes	Notetaker for each session
Upload deliverables	Brendan
Schedule meetings with organization/institution leadership	Brendan, Cody, & Chris Huber
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.)	Pod members
Draft Deliverables and share with pod for review/edits/discussion at the pod meetings	Pod leader for each session