PMEL Pod Guidelines

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.
   a. Read/watch the materials before our pod discussion. Do the homework ahead of time to the best of your ability.
   b. Devote time to the pod.
   c. Refrain from multitasking during pod discussions. As the internet allows, leave your camera on.
   d. Communicate openly with the pod in regards to busy schedules
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. What's shared here; stays here (see 9). What's learned here leaves here.
11. Be flexible - as we are a large pod, we will figure out what works for us as a unit and that will require flexibility.
12. Within this space, lab leadership and supervisors in the pod are acting as fellow colleagues committed to issues of accessibility, justice, equity, diversity, and inclusion.
13. Share the air - be mindful of how much air time we each take.

<u>**Decision Making Process:**</u>

Decisions will be made using a ⅔ majority in favor of a decision. Dissenting opinions will be heard and documented.

We will work via Google Docs to develop and finalize our deliverables. All edits to deliverables must be completed by Friday 3 PM PT in order to finalize and submit by the deadline.

Voting will occur either during the pod discussion on Google Meet using the hand raise feature, or poll feature, or anonymously using Google Forms.

<u>**Member Roles and Responsibilities:**</u>

Pod leader: Adi Hanein. Adi will be the main point of contact between URGE and our pod members. Adi will submit our deliverables on the URGE website by the deadlines to avoid any duplicate files.

Pod Meetings: Our pod will meet every other week for 1.5 hours to first discuss the reading(s) and interview in two randomized small podlettes and then come back together to report out/share with the larger group and discuss the deliverable for the session as a pod. The podlettes will each have a discussion facilitator and rapporteur (see role descriptions below). The podlette facilitators will co-lead the main group deliverable discussion. This will allow for us to learn together and develop action instead of separating the two.

Member Roles:

All members are expected, to the best of their ability, to complete the reading(s) and watch the interview before attending the pod discussion. All members should review and comment on our deliverables by the set deadline and have an active voice in creating the deliverables.

The following roles and responsibilities will be distributed amongst group members prior to each unit using a [Google Sign Up Sheet](). Roles for each unit should be finalized the Friday before the unit begins.

- Podlette discussion leader/facilitator (X2): The facilitators will co-lead the pod meeting and will work together to develop an agenda, identify for that meeting how much time will be allocated to podlette/small group discussion vs full group finalization of the deliverable and develop discussion questions. They will each be in charge of facilitating a podlette small group discussion on the unit's materials and co-lead the deliverable discussion. They will also decide on what materials to send ahead of time as well as any follow ups necessary after the meeting.
- Podlette rapporteur (X2) - There will be one rapporteur in each podlette. This person will report out on the discussion in the podlette on the reading(s)/interview to the larger group.

- Deliverable discussion note taker - This person will take notes during the large group discussion and begin to draft the deliverable document for the unit. Notes should not include personal stories but notes on potential deliverables. Notes should be transparently shared.
- Scheduler & Attendance Taker - This person will send reminders leading up to the meeting and will take attendance at the pod meeting. If we don't set up a regularly scheduled time to meet, this person will also schedule the unit's pod meeting time.