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. Do not assume someone's pronouns, gender, etc. If unsure, respectfully ask.

11. Acknowledge and be mindful of power dynamics at play within the pod. There is a range of job titles (senior faculty, junior faculty, postdocs, graduate students, and undergraduate), a majority white individuals, and mixed-gender identities.

12. Do not assume that your experiences are what everyone else has experienced. Do not assume that your experiences and inherent biases are factual or are representative of objective truth. In short: while your feelings are valid, they are not necessarily the only way people feel/react.

13. Be courteous to others by muting yourself when you are not speaking, being careful not to cut others off when talking, and be respectful in the chat.

14. Guidelines can be updated throughout the semester.

Group Decision Making

For group meeting times, a majority vote will be used through the when2meet web browser.

We will offer the option of anonymous voting for any decision-making processes if this is decided during our first discussion meeting (week of February 8th, 2021) or any point after that. Decisions on deliverable content and discussion will be determined using group consensus. For decision-making processes involving content being sent to non-Pod members (ex: department chairs, deans, people in positions of power), this will be handled using anonymous voting unless otherwise decided. This prevents people from feeling pressured to respond a certain way because their peers are responding differently.

It is important to note that not every member will attend every discussion meeting or respond to every email/poll. Therefore, a majority will be determined based on who has responded. This is to encourage a response from everyone and does not restrict the group from reaching a decision if some members become inactive.

Pod Member Roles and Responsibilities

Discussions will be held a minimum of twice/month with Pod leaders handling official deliverable submission to URGE website and creation/monitoring of scheduling polls using when2meet. There will be rotating roles amongst group members addressed below. A google document will be added to our pod's drive that members can sign-up in for each of the roles. Everyone in the pod must contribute to at least one deliverable and one discussion.

1. **Discussion leaders** will rotate for each Pod meeting. These people will be responsible for facilitating discussion amongst the pod about the session's reading and webinar. Leaders will come prepared with discussion questions, but other attendees should also have thoughts, questions, and experiences prepared to contribute.
2. Attendance will be taken each discussion meeting by a pod leader or participant in an established Google document in our Pod's Google Drive folder. This is purely meant for accountability purposes.
3. **Notetakers** will rotate each discussion meeting. They are responsible for recording information as needed, such as deliverable discussion, key topics we may need to revisit, and ways to apply what we've learned to our departments. They are not responsible for recording minutes.
4. Due to the Pod representing multiple departments and campuses, we will ask for volunteers from each department/campus to assist in scheduling meetings with institutional leadership (ex: department chairs).

5. Deliverables can be worked on by everyone in the Pod, but there will be rotating roles of a **deliverable team** who will facilitate and organize the creation of the deliverable. They will be responsible for keeping the Pod updated on their progress and sharing drafts for review/edits/discussions at Pod meetings.