DRAFT POD URGE GUIDELINES

Pod Name: Grace Anne Stewart Speaker Series Pod from the University of Alberta

Podlet Leaders: Avni Patel, Libby Tunney, Tim McIntyre, Brielle Andersen, Lisa Budney, Scott Cocker, and Nicklas Baran

Date Adopted: February 1, 2021

Pod Purpose:

Become educated about race and racism

- Learning about and defining racism, particularly in geosciences/our department.
- How can individuals take action to improve antiracism outcomes in the department.
- Learning to communicate race topics effectively and respectfully to others as individuals.
- Better defined sense of self perspective and that of others.
- How to develop inclusive policies and norms to consider race and follow an anti-racist agenda.
- Awareness of what systems are in place at U of A to address racism.

Recognize systemic racism

- Gain an understanding of what policies, practices, and organization norms perpetuate different types of racism (implicit bias, institutional racism, colourblind racism, and social processes) in geosciences.
- Be able to recognize and address implicit biases.
- Being able to recognize when actions taken by organisations are just performative versus actually effective.
- Learn what are the causes of the "leaky pipeline" scenario, where individuals from marginalized groups tend to drop out of geology in the early career stage and what individual action and policies can be adopted that help "plug the leak".

Develop actionable steps to combat systemic racism

- Prioritize ideas that our chair can look at more in depth.
- Proposing policies for actions to improve EDI.
- Plan for approaching EDI improvements in EAS.

Key Responsibilities of Pod:

What does your pod do so that it can achieve its purpose?

Come prepared to discussion sessions

● Read the paper and fill-in knowledge gaps, watch the relevant interviews before discussion sessions.
● Look over deliverable templates before discussion sessions.
● When possible, utilize additional resources outside of what is provided by URGE.
● Contribute actively to all discussion groups.

Communicate the outcomes of URGE to the broader EAS community

● Communicating back to members of our EAS community not taking part in the URGE program.
● Submit deliverables to department EAS EDI Committee, EAS Department Council, EAS Executive and Assoc. Chairs.
● Follow up with department heads and the EDI committee with action plans.
● Prioritize strategies from the pod deliverables to be implemented in the department.

Collaborate with groups within the EAS department or UofA and outside of our institution

● Identify groups with whom we can collaborate.
● Strategic planning committees have the ability to build EDI plans into the department.

Discussion Ground Rules

● Appear engaged and be mindful of your body language (make eye contact, affirm statements and ideas, and make gestures of acknowledgement).
● Listen attentively and openly.
    ○ Try not to interrupt other members as they speak.
    ○ Use the hand raise and reaction options on zoom when discussions seem really active so everyone has an opportunity to speak.
● Let everyone have a chance to speak - i.e. before moving on to the next topic ask if there is anyone else that would like to speak and allow a moment of silence for them to interject.
● Everything shared in the group remains confidential.
    ○ Encourage members to share their own experiences rather than having someone share on their behalf.

- ○ It's okay to share experiences of others, if you have permission to do so and it's kept confidential in the group.
- Never pressure other members of the group to speak about their experiences.
- We will speak up if we've been harmed by something that's been said or done in our podlet and work as a group to repair the harm.
  - ○ If group members feel uncomfortable or harmed by any of the discussions, they should provide feedback to one (or more) of the podlet leaders so that a strategy can be made to avoid future recurrences.
  - ○ If someone's tone is making people feel uncomfortable, make it clear that their tone is making others uncomfortable.
  - ○ Separate the people from the problem; be mindful that although we are problem solving around racism, people are involved and may be hurt by what we say, or how we act.
- When challenging someone's point of view, acknowledge the validity of their opinion, avoid confrontational tones, language and expressions; try to avoid making your counter argument personal in nature; agree to disagree.
- Do not devalue other cultures.
- Speak from our own experience instead of generalizing.

Podlet Roles:

Podlet Leader: Each podlet will have one or two permanent leaders. Your podlet leader (s) will be responsible for:

- Organizing the meeting platform for the podlet.
- Distributing relevant information.
- Ensure there are moderators for each session.
- Uploading documents to the google drive (shared to URGE participants ualberta email addresses).
- Address concerns and issues from podlet members.

Moderator: There will be one to two rotating podlet moderators for each two-week session. Everyone in each podlet will be required to be a moderator at least once. The responsibilities of the moderators are:

- Lead the discussion in each meeting.
- Take notes and write the deliverables for their podlet (Examples are posted on the URGE website at the start of each two-week session and will be provided by your pod leader). If there is not a second moderator, the podlet leaders will take notes throughout the discussions - however this role should rotate among all podlet members.
- Provide your pod leader with the deliverables.

- Meet with other moderators from the other UofA podlets to combine deliverables into one document.
- Upload the merged deliverable to the Google Drive for the podlet leaders to review.
- Review the merged UofA deliverable with your group at the start of the next meeting (10-15 mins).
- Amend the deliverable using the group feedback (if necessary).
- Provide the UofA URGE program administrator (the Grace Anne Stewart Speaker Committee) with the final UofA deliverable.

NOTE: moderators will have to meet outside of regular discussion times to collaborate.

Participants:

- Complete each assigned reading and watch the accompanying interview before your podlet meeting for each 2-week cycle.
- Actively participate in each discussion session.
- Listen attentively and respect when others are talking.
- Show respect, empathy, and kindness.
- Ask questions but do not personally attack.
- Debate! "The goal is not to always agree - it is to gain a deeper understanding"

Meetings and Decision Making Processes

Biweekly meetings

Decisions are made by consensus.

- If conflicting ideas exist, include both in the draft deliverable and indicate which had the majority vote.
- Conflicting ideas can be brought to the entire UofA pod for further discussion.

Moderators for the weekly session are responsible for making sure templates are filled out or notes are taken during the session.

Deliverables (include link to Google calendar for when deliverables are due)

Documents maintained in this Google Drive:

https://drive.google.com/drive/u/0/folders/0AApm9C3z3eJpUk9PVA?fbclid=IwAR0RcyrY1bmzc18RsILU7MNj0zCxl6OIk5IBNPMHVZUiGY7wa426ZWBnmnM

Merged pod deliverable developed by moderators and submitted to podlet leaders by the Friday following your discussion. Merged pod deliverables will be available to view here:

https://drive.google.com/drive/folders/1lk3V0ZtEOooE81dt10fXAljhLQRZ_5KI?usp=sharing

Podlet leaders to review the merged pod deliverable and submit it to the URGE website by the following Monday. Merged drafts will be reviewed by podlets at the beginning of their next discussion session.

All session meetings and deadlines can be found on the shared UofA pod calendar:

https://calendar.google.com/calendar/u/0?cid=dTZ1dTUwczRidmkwNHQzajN0NGRubXFwdG9AZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ

Pod Workflow:

Podlet discussion moderators
(1-2 moderators per podlet)

Podlet leaders

Before the group discussion

1. The 4 Moderators meet to form a plan for the discussion session

2. Review the deliverable set by URGE, discussing the main components that should make up the final document

3. Using information from the reading materials and interviews, develop a framework of discussion points and tasks that their group will work through during their 1-1.5hour discussion session

4. Create a document of this framework that can be filled out during the discussion

Deliverable framework

(moderators bring this to the session and fill it in)

During the group discussion

1. Moderators outline the aims of the session

2. Moderators will lead the discussion prompting people with their discussion points

3. Fill out the draft document with the group's ideas/strategies

Draft of the deliverable

(filled in with ideas developed in each group's discussion)

After the group discussion

1. Moderators come together again and share their group's ideas

2. Decide which ideas best fulfill the deliverable and merge ideas if appropriate

3. Create **one document** that outlines the ideas and strategies decided in (2)

Merged deliverable

(edited document)

Review the document and make any additional edits

Feedback to discussion groups on the merged deliverable and note any comments or concerns

Continue to update the documents with new ideas or developments throughout the process

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