

## **AC Mammoths**

### URGE Deliverable 1: Pod Guidelines

Our pod has agreed upon the following set of ground rules, decision making processes, and division of roles and responsibilities.

#### **Pod Ground Rules**

We are in agreement with all the group norms suggested in the URGE [example document](#). For reference, they are as follows:

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.

Beyond those, we also establish the following for our work together:

1. Each pod member has equal voice, and we will step up and make space as needed to allow equal participation
2. Anticipating the sometimes sensitive and difficult nature of discussions about racism, we will adopt two shorthand code words ("ouch" and "oops") to signify hurt/offense and apology/regret during our discussions.
3. We endorse our general departmental values of interaction, including a willingness to be open and honest in our interactions, and an affirmation of mutual respect, trust, and professional admiration
4. We acknowledge the intersecting identities of our pod members, and we make space to discuss our individual identities
5. With respect to confidentiality, we recognize
  - a. That our pod is also our department, and pod issues will inevitably spill over into interactions we have with each other in departmental contexts
  - b. That we are free to discuss our URGE work with our partners and spouses

## **Decision Making**

Our process for decision making will align with our departmental process. That is, we seek consensus when possible. When there is not a consensus, we agree that we will honor and support the wishes of the majority. Once a decision is made, we will all row the boat in the same direction.

## **Roles and Responsibilities**

1. We will rotate session leaders according to the [scheduling worksheet](#).
2. The session leader will be responsible for communicating logistics for the session they are leading, including scheduling the synchronous discussion.
3. The session leader will take notes on the discussion of the session's deliverables
4. The session leader will circulate a draft of the session deliverable in the week following the synchronous discussion.
5. All pod members will comment, edit, and ultimately approve each deliverable for submission to the URGE website.
6. As administrative pod leader, Dave Jones will upload each deliverable once approved by the pod members.
7. Nick Holschuh will maintain a Perusall page for pod members to engage in asynchronous discussion of the readings in advance of our synchronous meetings
8. Victor Guevara will host a Slack channel for informal URGE discussion, including sharing reactions to the video interviews