Bates
Earth and Climate Sciences

POD Deliverables, SESSION 1
Pod Guidelines
1/29/21

EACS Pod Members:
Bev Johnson (lead)
Genevieve Robert
Phil Dostie
Rebecca Minor

Ground Rules of Working Together

- Assume everyone has good intentions
- Remember that we are all learning; it is OK to hear that you are messing up.
- Be open to being vulnerable
- Challenge each other without fear of long term consequences
- Educate yourself to the degree you are able
- Receive info as resources not suggestions
- Allow time for things to percolate
- Be empathetic; put yourselves in others' shoes, as much as is possible
- Practice active listening
- Practice self-reflection
- No judgements
- We are equal in this work; it is divorced from any evaluation process or power structures that exist in the institution
- We are all students of antiracism/racism, white supremacy and critical race theory
- Be respectful, no preconceptions
- Be bold, brave, step out, try to do better
- Be kind
- Push yourself to participate
- Do not dominate, give space to others
- Commit to confidentiality
- In some instances, be prepared to agree to disagree (without fear of consequences)
- Commit to receiving feedback with commitment to improve
- If things need changing, commit to letting the pod know

<u>Making Decisions</u>

Decisions will be made in the pod by coming to consensus. Discussion, compromise, truly hearing each other, and reflecting/discussing others' perspectives will help us come to consensus. All group members will familiarize themselves with the very helpful [document on coming to consensus provided by URGE](#).

<u>How Will the Pod Work?</u>

Each pod member will read the readings, view the video/panels, and read the guidelines for the deliverables and participate in the weekly group meetings. Deliverables will be worked on and finalized by the entire group. The final version of deliverables will be submitted by Pod Leader, Bev.

The pod will share work on Google Drive. Documents, spreadsheets, pdfs, etc. will be added to the shared folder "URGE pod" located within our departmental folder. The "URGE Scheduling Helper" will be used if folks find this helpful.

The pod will use the URGE Google Calendar created by Genevieve to see/adjust various deadlines, meeting times, etc. and to find the ZOOM links for the group meetings. Communicate with each other about any changes needed.

There will be weekly group meetings.
- Week 1 of each pod session: 1 hour group meeting to discuss anything left undone from the previous meeting, and to begin work on the deliverables for the session.
- Week 2 of each pod session: 1.5 hour group meeting to discuss reading(s), video, and continue to work on/finalize deliverables for the session.

Each meeting will have an agenda/shared working document to focus discussions and record notes. Each session leader (see below) will be responsible for the agendas.

Not to micromanage here (but to micromanage)... the form of the agendas for Week 1 meeting could be as follows:
- Announcements/Check in
- Anything leftover from last week?
- Discussion on Deliverables for Current Session (include prompts/questions provided)
    - From the guide to consensus provided by URGE (https://www.seedsforchange.org.uk/shortconsensus), this first week discussion can focus on steps 1-3 with the expectation that the Session's resources have been read before the meeting.
        - Introduce and clarify the issue: Share background information. Work out the remit of the discussion - i.e. what questions do you need to decide about now?

- Open out the discussion: Make space for everyone to share their needs and opinions before launching into trying to solve the problem. If ideas come up already, you could hear them briefly, then park them for the next stage.
- Explore ideas in a broad discussion: Come up with lots of different ways forward. Explore the pros and cons of different options. Identify key concerns, needs and objectives.
- Action Items

The form of the agendas for Week 2 meeting could be as follows:
- Announcements/Check in
- Reflections/Discussion on Readings and Video (include prompts/questions, if wanted)
- Discussion on/Finalize Deliverables for Current Session (include prompts/questions provided) which can be focused on steps 4-7 from the guide to consensus (https://www.seedsforchange.org.uk/shortconsensus)
  - Form a proposal: Look for a solution that meets everyone's most important needs. This might involve weaving together elements of different ideas.
  - Amend the proposal: Look for changes that will make the proposal even stronger
  - Test for agreement: Clearly state the proposal and check whether there is real agreement. Starting by asking for who is against the proposal makes it easier for people to voice their concerns.
  - Work out how to implement the decision: Work out what needs to happen, by when, and who will do it!
- Perhaps discussion on Deliverables for Next Session (include prompts/questions provided).
- Action Items

Each pod member will take the lead in organizing the meeting agendas and taking meeting notes for 2 pod sessions throughout the program. Bev will lead sessions 1 and 2, and the remaining session leadership will be determined.

The pod leader, Bev, will do the following:
- Forward all URGE emails to pod members
- Keep checking the website, let others know when Session details are up
- Submit the deliverables/documents to website
- Keep the group on task with regards to the whole program--
- Keep an eye on the week-to-week-to-week items that need to be planned and addressed throughout the program.
- Reach out, as needed, beyond the pod (to leadership, etc.)

Session Leaders Responsibilities:
- Read/view materials carefully
- No need to teach/seminar-it. But can if you want.
- Take notes and organize deliverables.
- Organize any additional meetings needed for deliverables/reminders.
- Keep the group on task for the sessions.
- Keep checking the website, let others know when Session details are up.

Participant Responsibilities
- Read/view/think
- Keep checking the website, let others know when Session details are up