

Colgate-Ithaca College Pod Guidelines

Pod Members:

Paul Harnik, Geology, Colgate University
Karen Harpp, Geology, Colgate University
Alison Koleszar, Geology, Colgate University
Amy Leventer, Geology, Colgate University
Joe Levy, Geology, Colgate University
Mike Loranty, Geography, Colgate University
Chris Sinton, Environmental Studies and Sciences, Ithaca College
Anna Talucci, Geography, Colgate University

Group norms, modified from URGE's [example](#) [1] and First Alaskans Institute's [Dialogue Agreements](#) [2]:

1. Listen actively when others are talking. [1] Each person engaging in this dialogue has unique and valuable experiences that are their truths. [2]
 2. Participate to the fullest of your ability. [1] Take responsibility to ensure that everyone has an opportunity to participate and speak [2].
 3. Speak from your own experience instead of generalizing. Share your own stories and experiences; avoid putting your spin on the stories and experiences shared by others. [1]
 4. Language matters. Choose your words and questions carefully, keeping ever present in your mind that our goal is to learn and act together. Acknowledge your mistakes when you make them; make clear to others when their words have hurt. [2]
 5. Do not be afraid to respectfully challenge one another; keep the focus on ideas and problems rather than people. [1]
 6. The goal is not to always agree -- it is to gain a deeper understanding. [1]
 7. Be conscious of body language and nonverbal responses that could be dismissive, disrespectful, or hurtful. [1]
 8. 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. [1]
- All notes taken in this space are non-attribution to ensure anonymity of all dialogue participants. [2]

Pod member roles, responsibilities, and decision-making

1. All pod meetings for the semester have been scheduled by the pod leader for every other Friday at 2pm EST via zoom.
2. Each URGE session will be led by two pod members.
3. The leaders of that session will take attendance, facilitate discussion, take notes, and will take the lead on drafting the pod's deliverables (ideally during the POD meeting).
4. Session leaders will incorporate additional comments/edits into the draft deliverables after the meeting and share these with the pod.
5. Pod members will have several days (depending on the timeline for those deliverables) to respond with comments and edits before the group leaders finalize the drafts and share them with the pod leader. The pod leader will upload deliverables to the URGE website.