
Deliverable 1.1 – Pod Guidelines

1. Ground rules

- Listen actively -- respect others when they are talking.
- Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
- 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.
- Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
- Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
- The goal is not to always agree -- it is to gain a deeper understanding.
- Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
- Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
- 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.

2. Making decisions as a group

- Consensus: <https://www.seedsforchange.org.uk/shortconsensus>

3. Pod member roles and responsibilities

- Assigned readings and recorded interviews: all group members
- Schedule meetings: EKJ (done – every other Friday, unless a conflict arises)
- Take attendance: Session Leader
- Take notes as needed: Session Leader
- Upload deliverables to the URGE website: EKJ
- Schedule meetings with leadership: EKJ
- Read supplemental articles: Session Leader (as needed)
- Draft deliverables: Session Leader

4. Session leadership

- Each CREEM pod member will lead at least one session (see table below).
- The session leader will be responsible for:
 - i. Relevant assigned reading and supplemental articles (as needed). This may include circulating an alternative reading if the focus of the URGE reading is not applicable to the CREEM pod (e.g., finding an article relevant to maths/stats/ecology rather than geology, if necessary).
 - ii. Deciding the scope of the CREEM pod discussion and deliverables for that session.
 - iii. Leading the session and discussion, including taking attendance and notes as needed.
 - iv. Drafting deliverables associated with the session and circulating to pod members for comments and edits.

Session	Dates	Topic	Session Subtitle	Deliverable	Interview Date	CREEM Pod Meeting	CREEM Session Leader
1	1/18 - 1/29	Racism and Definitions	Defining the Words we Use	Group Norms	January 25th	January 29th	EKJ
2	2/1 - 2/12	Racism and Individuals	What is my place in all of this?	Policy for Dealing with Complaints	February 8th	February 12th	
3	2/15 - 2/26	Racism and History	Where are we as the geosciences?	Statistical Analyses of Program and it's History	February 22nd	February 26th	TM
4	3/1 - 3/12	Racism and Justice	The Long-Lasting impacts of Racism in Geoscience	Policies for Working with Communities of Color	March 8th	March 12th	KG
5	3/15 - 3/26	Racism and Accessibility	Breaking Down the Barriers in our Discipline	Admissions and Hiring Policies	March 22nd	March 26th	EKJ
6	3/29 - 4/9	Racism and Inclusivity	Building an Anti- Racist and Inclusive Community	Lab and Field Code of Conduct	April 6th	April 9th	
7	4/12 - 4/23	Racism and Self Care	Taking Care of Ourselves in the Face of Racism	Asset Map of Resources to Combat Racism	April 19th	April 23rd	
8	4/26-5/7	Racism and Accountability	How do we keep Ourselves Accountable to Anti-Racist Work?	Accountability Program	May 3rd	May 7th	EKJ