

Session 1 Pod Deliverable: Pod Group Norms

Part A: Our Ground Rules

In consideration that our pod has both graduate students (biology) and tenure-track faculty at the assistant, associate, and full professor level (biology, geology), we are sensitive to the power dynamics that exist within our group. We have agreed to adopt the URGE examples of widely used ground rules, and we have added a few more of our own to facilitate discussion in a Zoom environment.

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.
10. Use headphones for pod meetings if there are others in the room so that participant privacy and confidentiality can be protected.
11. We invite participants to have their cameras on, but participants may turn off video as needed or preferred to protect their privacy or the privacy of others in shared rooms.
12. Use the 'raise hand' function in Zoom to facilitate speaking in turns; the moderator will call on questions in the order in which they are seen.

Part B: Making Decisions as a Group

We define consensus as agreement among ALL Pod members. We will optimistically strive to reach consensus. If we cannot reach consensus, decisions will be determined by a supermajority of 76% (8/10 or 10/12). Dissent opinions will be documented. We have noted additional thoughts and concerns to keep in mind. As an interdisciplinary group, we will consider two versions of deliverables: a version that is pertinent or tailored to geology, and one that is more geared towards biology. In consideration that our group is made of faculty and graduate students, we acknowledge that our

deliverables may influence departmental policy, and that those policies will have different impacts on graduate students and faculty.

Part C: Pod Member Roles and Responsibilities

Our pod has decided to rotate roles and responsibilities among the pod members for each of the sessions.

1. Schedule meetings: the pod leader (Elena Miranda) will use when2meet to find mutually convenient times to schedule our regular pod meetings. We will strive for a Tuesday or Wednesday meeting after the interview to give us time to complete the deliverables by the end of the session.
2. The note-taker will take attendance for each meeting.
3. The job of note-taker will rotate for each session. Each of the pod members has volunteered to be a note-taker for a session in which they are not the discussion leader.
4. The pod leader will upload the deliverables to the URGE website at the end of each session.
5. The pod will discuss the scheduling of meeting with the organization/institution leadership in our second pod meeting during Session 2.
6. Supplemental articles. The pod will discuss this during Session 2.
7. The discussion leaders will work with the note-taker to draft the deliverables for each session and share a draft of the deliverables with the pod for review/edits/discussion prior to the upload date.

The CSUN Bio & Geosciences pod may add to or revise the ground rules or pod member roles and responsibilities as needed through consensus or supermajority.