URGE Session 1

Pod Guidelines

Pod Members - Alycia Stigall, Keith Milam, Katherine Fornash, Dina Lopez, Dan Hembree

Ground Rules

Examples from guidelines to modify, remove, and add to:

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.
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.

Decision Making Policy

We will make decisions through group discussions with the valuation of opinions of all group members. Where dissenting opinions occur, we will attempt to build on commonalities to develop consensus.

As the process of revising the draft policies of the deliverables and adoption of formal policies by the department, the Pod will seek feedback from departmental constituents including students of all ranks. We will also seek feedback from the Office of Diversity and Inclusion as well a

During the revision process, we will seek feedback from D&I and maybe also Kerri Griffin (Director of Civil Rights Compliance and Title IX Coordinator), when appropriate.

Pod Member Roles and Responsibilities

Alycia Stigall is the pod leader for the purposes of administration and communicating with URGE. Her responsibilities include:
- Setting up a Pod teams, scheduling meetings with the Pod
- Schedule meetings with OHIO leadership (D&I) & communicate about the pod with CAS and Provost
- Upload deliverables to URGE

Meeting notes/attendance will be kept and uploaded to the Teams folder by Keith Milam

Pod members will take rotating responsibility for the different deliverables. Responsibilities for leading a deliverable include:
- Read supplementary materials for deliverable preparation
- Draft deliverables (with 1-2 additional pod members) for review/discussion/edits at pod meetings