Earth and Environmental Sciences @ Lehigh Pod
January 2021

Deliverable - Pod Guidelines

As a group, discuss what you need to ensure a safe, inclusive environment to discuss difficult and potentially controversial issues.

These ground rules are a combination of the URGE widely used guidelines adapted from (1) and VISIONS Guidelines that Lehigh uses.

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. Try On: Helps create a safe learning environment in which to try on new ideas as well as model accepting behavior.
5. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
6. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
7. The goal is not to always agree -- it is to gain a deeper understanding. Practice "Both/AND" Thinking (rather than "either/or" thinking): Develop the skill of holding two competing thoughts. Both might be true. "I want to go to class AND I want to go to the movies." Practice using "And" rather than "But" in your dialogue with self and others.
8. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
9. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended. Everyone makes mistakes. Develop the skill of acknowledging your impact.
10. Maintain confidentiality. All personal stories, or our mistakes, 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.
11. We will collectively try to minimize any power dynamics
12. We are going to work toward correcting each other/ourselves when we make mistakes. Correction could look like? Private chat / chat could be one way; Calling people in -- an approach to help adjust our mistakes; Maybe email soon afterwards (while it's fresh); Bring up (and acknowledge impact of) the mistake at the next meeting so we all grow.

1 Adapted from http://www.edchange.org/multicultural/activities/groundrules.html and https://www.mnys.org/assets/1/6/ground_rules_-_arc_discussion.pdf
Subset from visions included
(c) VISIONS, Inc. (Vigorous InterventionS In Ongoing Natural Settings). Used with permission. Updated--April 9, 2019

2. Making decisions as a group
Each pod needs to decide how you want to make decisions as a group. This will be relevant during the formation of deliverables, reporting back to the larger URGE group on activities, etc.

We plan to prioritize hearing and welcoming all perspectives and voices. The group has concerns about both majority decision making and consensus so for now, we will be keeping all perspectives on the table.

3. Pod member roles and responsibilities

Pod leaders are the main points of contact between URGE and the pods. Pod leaders submit files to the URGE website (e.g., sign up form, updates to pod membership, and deliverables). It would work best if there is a designated person from the pod who submits files to URGE to avoid sending duplicate deliverables files. Apart from this, you may organize pods in whatever ways work best for your members. You may have multiple pod members leading discussions or developing the deliverables, a different one for each session, for example. This spreads out the job of facilitating Zoom meetings, moderating discussions, and finalizing edits, in addition to engaging all pod members and leveling any power dynamics. **How you organize your pod is up to you, however, the group needs to make roles and responsibilities clear**.

Here is a list of recurring tasks that need to be assigned to a group member. When assigning tasks, please keep in mind that white women and people of color are more often asked to do 'secretarial' tasks than white men. Feel free to rotate tasks, as long as it's clear who is responsible for each task during each unit (two weeks).
O. Sharing Discussion leading responsibilities (**signup sheet created**)
1. Schedule meetings (use when2meet, doodle, etc to make this easier!) - *regular meeting time scheduled*
2. Take attendance (important for accountability) - *self motivated participation?*
3. Take notes as needed, especially in discussions of deliverables - *sharing on collaborative documents?*
4. Liaison with URGE and Upload deliverables to the URGE website - **J Ramage**
5. Schedule meetings with organization/institution leadership (Week X) - **TBA**
6. Read supplemental articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.) - **TBA** as needed
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings Pods should upload their pod's guidelines, including your decision making method and plan for division of work, to the URGE website. We also encourage pods to post these guidelines on the organization's website and share over social media (use #URGE and tag @URGEoscience). Sharing deliverables will propagate ideas, foster discussion, and ensure accountability. - **All**

Pod Members

Chris	Andrade
Tiffany	Baumann
Gray	Bebout
Heidi	Cunnick
Terrence	Deegan
Gabe	Epstein
Ben	Felzer
James	Fisher
Katie	Glover
Vicki	Jagdeo
Ken	Kodama
Mariah	Matias
Anne	Meltzer
Kelden	Pehr
Stephen	Peters
Joan	Ramage
Will	Reichard-Flynn
Andrew	Spatz
Peter	Zeitler