



Earth and Environmental Sciences Program Pod Guidelines

Pod Discussion Ground Rules

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. Everyone should feel that this is a safe space to learn and to respectfully voice ideas in "draft form".

Pod Decision-Making Mechanism

By consensus, we decided to make decisions by consensus. More information on consensus-based decision-making can be found here:

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

Pod Member Roles

Pod meetings are every other Friday from 10am-11am EST, starting on Friday, January 29. Zoom link:

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With a non-hierarchical model in mind, we decided that different members of the group would sign up to lead each biweekly meeting's discussion, as well as to take minutes and help with coordination of the deliverables. The sign-up sheet is available in our shared Google Drive, and can be revised as needed.

Each meeting's leader(s) is responsible for posting a draft of the deliverable to our shared Google Drive one week prior to our pod meeting. Therefore a draft of pod deliverables should be posted the prior Friday, starting on Friday, February 5, and biweekly thereafter. This will give all pod members a week to discuss asynchronously the deliverable on our Academic Commons site, with final discussion and agreement during our biweekly pod meeting.

In addition to drafting and coordinating the submission of the deliverable, each week's leader(s) and minute takers should:

1. Schedule meetings and send reminders;
2. Take attendance (important for accountability);
3. Take notes as needed, especially in discussions of deliverables;
4. Upload deliverables to the URGE website;
5. Schedule meetings with organization/institution leadership (Week 2: Kieren and Monica)
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.);
7. Draft deliverables and share with pod for review/edits/discussion before/at the pod meetings.

Pod members will type their name onto our Google Form pod member spreadsheet to confirm agreement with these guidelines.