

Week 1

Guidelines & Norms for our pod Making Waves

I will

- Listen actively and respect others when they are talking.
- Speak from my own experience instead of generalizing ("I" instead of "they," "we," "you").
- Not be afraid to respectfully challenge one another by asking questions and focus on ideas and problems rather than people.
- Participate to the best of my ability.
- I will use “and” rather than “but”.
- Share my story and experience rather than invalidating somebody else's story.
- Recognize that we will not always agree -- we seek to gain a deeper understanding.
- I will be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
- Assume everyone's good intentions and 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.

Decision Making

We will arrive at our deliverables through group consensus.

Pod member roles and responsibilities

Kathy Donohue will submit pod deliverables to the URGE website. She will also schedule meetings with organization/institutional leadership with assistance from Dawn Cardace.

For each 2-week units, pod members will read the assigned literature, watch the interviews and the inclusivity tip and hopefully dig into the supplementary material.

For each 2-week unit we will need pod members to do the following:

- **POD leader:** Schedule Zoom meetings/Send Zoom meeting reminder & act as meeting facilitator
- **Note taker:** Take notes as needed, especially in discussions of deliverables and take attendance. Saves notes in the unit directory on Google Drive.
- **Deliverable Drafters:** Draft deliverables and share with pod for review/edits/discussion at the pod meetings (This will be 2-3 people, they will get a draft together with the POD Leader by Wednesday/Thursday ahead of Friday meeting). 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.) Edit the deliverable after the Friday discussion, send to Kathy Donohue for submission to URGE