URGE Pod guidelines for The University of Vermont's Gund Institute+ Pod

1. **Group norms and discussion guidelines**

General meeting guidelines

- o Be as present as you can
- o Step up/step back
- o Permission to "be raggedy", asking questions in OK
- o Assume good intentions, attend to impacts
- o Listen to understand rather than to respond
- o Learning goes, stories stay
- o Expect non-closure accept disagreement as part of our work
- o Share to process and help others learn, not to prove yourself
- o Equal time given to every member of the pod; being intentional about including everyone
- o During challenging moments, to ask questions with curiosity/focus on ideas rather than individuals
- o Accountability, humility, assume good intentions, knowing we may make mistakes
- o Use I statements when speaking about your own experience
- o Use we statements to acknowledge responsibility for group
- o Acknowledging nuance; issues/topics can be multidimensional
- o Feeling uncomfortable is ok, feeling unsafe is not; we are aiming for the "stretch zone" (comfort-stretch-panic)
- o Share, respect, and use others' pronouns properly (apologize if you make a mistake)
- o Check in the following week about previous discussions

Additional meeting guidelines for our virtual space

- o Good "zoom" etiquette: listen, be mindful of non-verbal responses, no checking emails
- o If possible, leave camera on
    - o Helps to build connection
    - o Facial expressions might help understand intent
    - o Helps provide feedback as listener

- o Use "raise hand" in larger group setting
- o Use chat function for comments and ideas.

<u>Important sentiments to remember</u>

- o Overarching goal is to learn and develop a framework for action within our departments and schools across the University. Learning is the first step in making progress, and URGE is rooted in action.

2. Group decision making framework
- discuss important decisions in small groups (breakout groups) and report back to larger group.
- Consensus for overarching themes is desired but not required for details.
- Use scale for decision making and consensus: 0-1 = veto, 2-3 = I'm ok with it even though I don't agree completely, 4-5 = I agree 100%.
- Use polls for these decisions.

3. Pod member roles and responsibilities
- o Bella Bennett: Pod communications, logistics, facilitation support, submission of deliverables upon completion.
- o Julia Perdrial & Dustin Kincaid: facilitation of first few weekly pod meetings. Rotation facilitation thereafter.
- o All pod members rotate in taking notes and preparing deliverables. The rotation schedule for tasks is here: UVM-GUND POD tasks.xlsx