

URGEO

Unlearning Racism in Geoscience

Session 1: Racism and Definitions Deliverable: Group Norms - Setting Ground Rules Harvard EPS/ESE URGE Pod

1. Ground Rules

The Harvard EPS/ESE URGE pod agrees to the following discussion norms:

- We recognize that discomfort is expected and OK.
- We will attribute ideas and statements to the original speaker within meetings.
- We will maintain confidentiality of personal discussions outside meetings.
- We will speak from the “I” perspective.
- We will engage in active listening.
- We will respect differences of opinion, belief, and perspective between group members;
- We will condemn actions, habits, and structures.
- We will use the “oops” and “ouch” practice to acknowledge any hurt or mistakes and move on:
 - If someone says something hurtful for you, say “ouch” as a way of bringing it to their attention.
 - If someone is hurt by something you said, acknowledge that by saying “oops” and correcting yourself.
- We will use the stack system in group discussions:
 - Write “stack” in the Zoom chat to add yourself to the queue of people interested in contributing to the discussion.
 - Write “dr” in the Zoom chat to request the opportunity to make a direct response. Be respectful and judicious in your use of direct response requests.
 - We will also recognize raised hands and other requests to contribute.
- We will be conscious of body language and nonverbal responses; these can be as disrespectful as words (even over Zoom).

2. Decision Making

With respect to deliverables:

- When the draft deliverable is sent to the group on the second Monday, the deliverable leaders will ask the group to vote in Slack on whether they approve or do not approve of the draft. Anyone who votes not to approve the draft should specify the section(s) of the deliverable driving their vote.
- The feedback period and approval voting will close on the second Wednesday (see below). If a simple majority does not approve the document, the deliverable leaders must

edit any sections of the document that are controversial to reflect that disagreement. Deliverable leaders can make minor edits as needed after the vote closes but not major changes.

With respect to all other matters:

- At meetings, a majority vote by present members is required to make a decision.
- Outside of meetings, a vote must be held over a specified time period and receive majority support.
- We require a quorum of 70% of active members to send communications of behalf of URGE to department leadership.

3. Pod Member Roles and Responsibilities

Harvard EPS/ESE pod members will rotate responsibility for meeting facilitation, taking notes, and preparing deliverables. These responsibilities include, but are not limited to, the following:

- **Meeting facilitation:**
 - Preparing an agenda;
 - Sending a meeting reminder to the email list and Slack;
 - Keeping the meeting on schedule;
 - And maintaining the discussion stack.
- **Meeting notes:**
 - Taking notes during the meeting;
 - Preparing the notes to be shared with the group (assuming that the notes will be publicly accessible);
 - And sharing these notes with the group.
- **Deliverable preparation:**
 - All pod members are expected to lead at least one deliverable. The leaders are expected to draft the deliverable, solicit feedback, and deliver a final draft to the pod leader (hnesser@g.harvard.edu).
 - Deliverables will be prepared on the following schedule:
 - At pod meeting (session week 1), the full group will dedicate 15-30 minutes to discussion and drafting of the deliverable.
 - Deliverable leaders will prepare a draft deliverable to be sent to pod by Monday 9 AM EST of session week 2. The draft deliverable will be a Google Document should be shared on the group Slack channel.
 - The deliverable draft will be open to feedback from every pod member during session week 2 from Monday 9 AM EST until Wednesday 5 PM EST. We will use the following feedback categories:
 - [Comment and copy edit only]
 - [Edit in suggestion mode]
 - [Edit freely]Leaders can indicate at their discretion which components of the deliverable are open for each category. The default mode is comment and copy edit only.

- After the feedback period closes, deliverable leaders will finalize the draft to be submitted to URGE following the decision protocol outlined above
- The deliverable leaders will send the deliverable draft to be submitted to URGE to pod leader (hnesser@g.harvard.edu) by the second Friday of the session at 5 PM EST.