KansasGeo URGE Pod Group Pod Guidelines

These guidelines provide a framework for our discussions going forward to ensure a strong foundation for our participation and growth.

Pod Meeting Times

Group 1: Tuesday mornings from 9-10:30 AM CT (second week of the session)

Group 2: Thursday afternoons from 3:30-5 PM CT (second week of the session)

Pod members can rotate between the two group sessions as needed to accommodate schedule changes. Pod members will be assigned their roles in advance to prepare for each session. All pod members are added to a Microsoft Teams group to share files and communications in addition to the designated group meeting times.

Ground Rules

1. Listen attentively and be respectful of others when they are talking.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
   - Recognize that we each may experience the same situation in very different ways and that we seek to understand others' perspectives without asking anybody to speak as a representative of an entire group.
3. Keep focused on ideas, no directed personal comments.
   - We are going to be discussing uncomfortable topics. If you disagree with something someone says, and sometimes we may not like what others say, please keep focused on questioning or responding to the ideas and not on personal comments.
4. Participate to the fullest of your ability - all voices should be heard.
   - We ask that you pay attention to how much time you are taking up when speaking and that others around you have the opportunity to speak so that all voices that

wish to speak can be heard. We also understand that for many reasons you may not wish to speak or share at some times, and that is ok, too.

5. The goal is not to always agree – it is to gain a deeper understanding.

6. Be conscious of body language and nonverbal responses – they can be as disrespectful as words (even over Zoom!)

7. Be kind to yourself and others.

   - We have all been in situations where we did not respond as we would have liked, or maybe we behaved in ways that we realize are inappropriate. We have all made mistakes and we strive to learn from these mistakes. We ask that you be kind to yourself.

8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.

   - Practice the "Ouch and Educate" model. This gives permission to speak up if you feel uncomfortable or if comments are offensive in some way. Help others to see your perspective.

9. Honor 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. This is hard work. Take a break if needed.

Making Decisions as a group

Pod members agree to a majority vote. Pod members will vote electronically using a polling app in our Microsoft Teams group, which will be anonymous and provides a space to leave additional feedback. All votes are due at the end of each two-week session (Friday) at noon.

Pod Member Roles and Responsibilities

Each member of the pod will volunteer to an assigned role at least once throughout the eight sessions. An Excel file has been created that outlines the different group roles, and will be

reviewed at the beginning of each meeting to ensure that we are on task. All roles for an upcoming session will be assigned during the group virtual meetings (i.e. discussion leaders for session 3 will be assigned during the session 2 meetings). The pod leader (Blair Schneider) will be responsible for submitting all deliverables at the end of each session.

1. **Discussion leader:** Responsible for establishing an agenda before the meeting and leading/facilitating discussion. We will need one discussion leader per pod session.

2. **Note-taker:** Responsible for taking notes of the meeting in the shared word document archive. We will need one note-taker per pod session.

3. **Attendance:** Responsible for tracking attendance during that pod session in the shared excel document archive. We will need one attendance tracker per pod session.

4. **Draft Deliverables**: Responsible for creating a draft of the deliverables to be submitted for that session. These will be distributed at least 24 hours in advance of the pod meetings so that individuals can review in preparation for the group discussion. Two group members, preferably one from each pod session, will be assigned each session to develop the draft deliverables.

5. **Other activities as needed**: Some weeks may require additional supplemental readings or assignments. This individual is responsible for summarizing and sharing this information for the groups.