

# Pod guidelines

LCC EES Urge pod, 1/31/21

Alex, Shelley, Brenda and Steve

- EES as a whole already has a culture of respectful, clear communication. Don't hold power over others. It's magical and unusual and we're really lucky. When there's a problem, we tend to be able to deal with it.
  - Would that unspoken system of just everyone stating their needs and work to meet each other's needs... would that system work as well with a more diverse group? Would everyone feel comfortable stating their needs? Would we all be as willing to work to meet that person's needs?
  - Good meeting processes or other policies are a way to ensure that level of comfort is extended beyond the systemic biases that might otherwise creep in, even unconsciously.
- Also, this is such a small pod. (And EES is such a small dept.) Makes it easier.
- So basically overall we all felt that we, this particular group, don't expect to need strong guidelines, but we agreed that it was worth talking through.

Ground rules - the suggested ones look great. We'll go with those.

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.

Decision making

- Consensus minus one. If one person is missing we don't want that to hold the whole group up, and we trust that if it's important enough then the others will contact the missing person before moving forward.

Members roles and responsibilities

1. Meet every other Sunday, second week of session - everyone will attend
2. Working group or subgroups can meet together on the off weeks (first Sunday of session) as needed, but mostly Alex and Steve because we have more time.
3. Schedule meetings - Alex or anyone else

4. Leading meetings - Alex, but informally. Also, she can ask someone else to step in, or others can ask her to step out.
5. Take notes, - Alex, with Brenda assisting
  - a. Notes are taken on screen in shared google doc, as a collaborative process in real time
  - b. Especially in discussions of deliverables
  - c. Take attendance (important for accountability)
6. Upload deliverables to the URGE website - Alex
7. Schedule meetings with organization/institution leadership (Week X) - Steve
8. Read supplemental articles / materials for deliverables as needed, draft deliverables and share with pod for review/edits/discussion at the pod meetings - Depends, week by week. But mostly Alex and Steve because we have more time.