

## **LSU G&G URGE Pod - Guidelines**

### **1 - Basic Guidelines**

Below we list some basic guiding principles for the communication, regardless of form, between pod members, adapted from the suggestions from the URGE team:

1. Listen actively -- respect others when they are talking. Mistakes will happen especially in Zoom with regards to accidentally talking over each other, but ensure that everyone has a chance to speak and express their thoughts in turn in these cases.
2. Speak from your own experience instead of generalizing.
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, whether those people are "in the room" or not.
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 always to 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.
10. As part of discussing university and departmental policies, sometimes we will discuss members of our department or university who are not members of the LSU G&G Pod. In these cases we will maintain a level of personal and professional respect and fiercely guard the dignity of all people that we discuss.

### **2 - Making Decisions as a Group**

Decisions within our pod will be made through group consensus from discussions. The primary deliverables will be produced, curated, and archived in a shared set of Google documents. All pod members are encouraged to edit and add to these documents, but the expectations are:

1. Text added by a pod member will not be deleted or its main intent/meaning altered by another pod member without discussion/consensus from the group, whether that discussion comes in the form of comments within Google Docs or during the weekly Zoom meetings. This does not extend to simple grammatical/spelling changes. Accordingly, use "suggesting" mode in shared Google Docs, when being edited outside of Pod meetings, to be finalized by the person(s) responsible for that deliverable.
2. Similarly, alternative ideas presented in the documents are encouraged, but where appropriate the group will try to come to consensus via discussion, whether that discussion comes in the form of comments within Google Docs or during the weekly

Zoom meetings, as to the final form of the ideas. If a consensus cannot be reached on a particular policy point and/or recommendation, this will be clearly noted and the alternative ideas will be presented within final documents.

### 3 - Pod Member Roles and Responsibilities

Below we list the primary responsibilities and the pod member(s) who are principally responsible:

1. Schedule meetings - Adam Forte
2. Take attendance - Adam Forte
3. Take notes as needed - Adam Forte (i.e. the “Meeting History” document), but all pod members will edit the Google Docs as part of our deliverables.
4. Upload deliverables - Adam Forte
5. Schedule meetings with departmental leadership - Karen Luttrell
6. Read supplemental articles / materials for deliverables - Rotating
7. Draft deliverables - Rotating / group, we will generate the deliverables in Google Docs so they are viewable and editable by all Pod members. Different pod members rotate through in terms of taking the lead on initial drafting of pod deliverables, as described in the table below. As described in point 6, those leading for a deliverable are also responsible for using the supplemental materials to help draft/inform the deliverable.

<b>Sessions and Topics</b>	<b>Dates</b>	<b>Responsible Party for Initiating and Finalizing Deliverables</b>
Session 1 - Definitions, group/pod norms	1/18-1/29	Adam Forte
Session 2 - Individuals, complaints	2/1 - 2/12	Karen Luttrell
Session 3 - History, stats of program/history	2/15 - 2/26	Karen Luttrell
Session 4 - Working with PoC Communities	3/1 - 3/12	Carol Wilson
Session 5 - Admissions and Hiring	3/15 - 3/26	Carol Wicks
Session 6 - Inclusivity, Lab/Field conduct	3/29 - 4/9	Adam Forte
Session 7 - Self Care, Asset Map for PoC	4/12 - 4/23	Carol Wilson
Session 8 - Summary Statement	4/26 - 5/7	Carol Wicks

