

Miami University Pod Guidelines

Session 1 Deliverable

miamiuniversitypod-miamiuniversity-podgroupnorms-session1

Due by Jan 29, 2021, at midnight EST.

1. Ground Rules

- a. Begin meetings by giving everyone an opportunity to speak.
- b. Listen for understanding, with curiosity and the willingness to learn and change.
- c. Respect others when they are talking. Resist the desire to interrupt. Listen to all voices and perspectives.
- d. Use "I" statements. Focus on your own experiences. No one speaks for another or for an entire group of people. Do not ask others to speak for an entire group of people.
- e. Be honest and willing to share.
- f. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- criticize ideas, not people.
- g. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice. Foster both proactive and reactive conversation (e.g., try to avoid only 2-3 people having a conversation during the entire meeting).
- h. Commit to working together as equals in this space -- no voice, regardless of rank, is more valued or empowered than another, and all members shall participate fully without fear of professional reprisal.
- i. Take responsibility for the quality of the discussion.
- j. The goal is not to always agree -- it is to gain a deeper understanding.
- k. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
- l. If you offend or are offended by something said in discussion, you are welcome to acknowledge it immediately. You can interject "ouch" to express hurt, and "oops" to express regret. But you are also welcome to reach out to the pod organizers, either at the time (via Chat) or later, to express your concerns.
- m. Do not use slurs, even if quoting someone else.
- n. 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.
- o. Members shall be able to share experiences anonymously by speaking privately with a pod organizer or another pod member, or by submitting experiences to an anonymous submission form in a shared folder.

2. Making decisions as a group

We will discuss to reach consensus.

3. Pod member roles and responsibilities

Submit files to URGE, disseminate information from URGE to the podlets: Maija Sipola (pod leader)

Schedule meetings: Mike Brudzinski, Maija Sipola (podlet organizers)

Take attendance: Mike Brudzinski, Maija Sipola (podlet organizers)

Take notes as needed in Google Drive folder (shared by all Miami Pod members), especially in discussions of deliverables: all members

Schedule meetings with organization/institution leadership: Mike Brudzinski, Maija Sipola (podlet organizers)

Read supplemental articles / materials for deliverables as needed: all members

Draft deliverables and share with pod for review/edits/discussion at the pod meetings: Mike Brudzinski, Maija Sipola (podlet organizers), all members