

NAU SES URGE Pod: Ground rules and Group Norms

Ground rules for group member responsibilities:

1. We will rotate the leadership/facilitator role at each meeting using a sign-up sheet; this person can moderate raised hands and call on people to participate in the discussion
2. Each week a different member will take notes as we draft the deliverable; this will also be done on the sign-up sheet
3. We will share the responsibility of work associated with the deliverables from session to session; the facilitator will help organize this each session

Ground rules for guiding group discussions and deliverables:

4. Facilitators are not experts; every participant is here to learn
5. Don't interrupt someone while they are speaking; we will try raising Zoom hands!
6. Listen actively -- respect others when they are talking
7. The goal is not always to agree, but to gain deeper understanding
8. Assume that every group member has good intentions, but also acknowledge statements can have unintended consequences
9. Put forth your best effort to leave defensiveness at the door
10. Don't be afraid to respectfully challenge each other by asking questions
11. We will work toward consensus for the session deliverables, with the goal of a communal decision. If we lack consensus regarding a deliverable, we will have a discussion about the reason for the objection, and (to the best of our ability) make adjustments that accommodate members' concerns.