MEAS Pod guidelines

I. Goals

1. Progress, deliverables, and other information need to be communicated to the department as a whole, the department head and other higher level administration, and potentially with NC State as a whole
   a. Department: Through MEAS weekly update after each URGE session, potentially training seminars, etc.
   b. Department Head: Through biweekly/monthly meetings
   c. NC State: Press releases when action plan is in effect and progress/success of action plan
2. Set and implement action items to contribute to making change in behavior, structure, and interactions among department members to create a safe, productive, and welcoming environment.
   a. Create and stick to a milestone schedule for implementing action items
   b. Work alongside the department head, other faculty, staff, and students to develop and implement action items

II. Ground rules

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.
   a) Bring questions or comments to the conversation.
   b) Come prepared -- do the session reading and watch the webinar prior the podlet discussion
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.
   a) Ouch/Oops / "This is no longer constructive"
   b) Call out micro-agressions
9. Maintain confidentiality. All stories and questions 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. Counteract hierarchies / strive to assume a "veil of ignorance"
    a) Veil of ignorance = put everyone on same playing field, we are all working towards one common goal, no matter our role in the department
    b) Create opportunities for asynchronous and/or anonymous input (e.g., moodle discussion boards, shared Google docs available before and after meetings)
11. Step up or step back to aim for equity in participation
12. Allow/Encourage vulnerability
13. Try to keep conversations productive and relevant to the POD goals. Groups can choose a safe word to say to bring the conversation back on track.

III.   Decision-making & Communication

1. Making decisions as a group
    a. Consensus (https://www.seedsforchange.org.uk/shortconsensus)
        i. Number policy: rank how strongly you feel about things
        ii. Include minority report / dissent in any reports
2. Communicating and integrating ideas from Friday/Wednesday podlets
    a. Potentially hold a third meeting between 2-3 members from each podlet
3. Shared agenda between both podlets. Separate notes that are combined after both podlets have met)
4. Platforms for sharing ideas
    a. Email (for announcements)
    b. Google docs / Google drive
    c. Moodle project site
        i. The discussion forum format on Moodle requires more reflection prior to posting
        ii. Contains links to URGE resources, deliverables, and notes documents

IV.   Roles & Responsibilities

1. Fixed roles
    a. Schedule/launch pod Zoom meetings:
        i. Lisa (Wed) & Stephanie (Fri)
    b. Establish communication / schedule meetings with institutional leadership
        i. Markus + Astrid + rotating members to set meetings with Lewis Owen (MEAS head)
    c. Communicate with other groups with DEI focus within MEAS (e.g., DC, CCC,GSA)
    d. Share with other members of MEAS community
        i. Friday newsletter

        ii.   Website

        iii.   Social Media

2. Roles rotating alphabetically with each meeting
   a. Setting meeting agenda and time keeper
   b. Taking notes during meeting
   c. Drafting and editing deliverables
      -Meeting w/ 2-3 members from each podlet on second Fri of Session
   d. Designate one observer per meeting who will watch for
      i. people monopolizing the conversation
      ii. getting off-topic or off-track
      iii. potential offensive conversation.