NIU Geology Group

URGE Group Norms

1/29/21

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1. 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.

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.

10. We acknowledge there is a power dynamic with faculty and graduate students participating in a pod together. The faculty agree that we are interested in knowing the graduate students' perspectives, particularly as they may be different from faculty perspectives. We agree there will be no retribution for ideas, stories, or opinions shared in the group – and will hold to the confidentiality group norm by not sharing outside of the pod without explicit consent of the entire group.

2. Making decisions as a group

We agree to make decisions by consensus. This may take longer, but promotes participation in an active discussion and forces us to work through discomfort. In the case of absence from a meeting, the pod

member will review the deliverable, trust the group discussion revealed a range of issues on the deliverable, and then provide brief input before deliverable is submitted.

3. Pod member roles and responsibilities

a. Roles. We will rotate leadership of each 2-week session. For each session one person will take lead on the readings and interviews and a second person will take lead on the deliverable. The leader for the readings will review the materials and be prepared to engage everyone in the discussion. The leader for the deliverable will gather any existing data or policy documents, share the deliverable documents with the team via OneDrive, write up results of the pod discussion, and submit the deliverable to the URGE website.
b. Meetings. We will meet on Fridays at 10:30am using Zoom. For each 2-week session, the first week we will discuss the deliverable so that we have the second week to revise and submit. The second week we will discuss the readings and interview content.
c. Attendance. Each week in the notes, the recorder will list those in attendance.
d. Meeting notes. Justin volunteers to take notes in the one drive for each meeting to keep a record of key points and decisions raised in the group
e. Deliverables. Each pod member will sign up to lead a week of reading or deliverables. The person signed up for a particular session will be responsible for uploading the deliverable
f. Meeting with institutional leaders. We propose to meet with Department Chair Mark Fischer and other interested faculty and leaders in late-April to share the documents we developed during this experience.
g. Read supplemental readings. The pod member who volunteers for a particular week will read the supplemental readings to help prepare for the discussion.
h. Weekly punch list. After each weekly meeting, the leader for the meeting will email the group a list of things they must do before the next meeting. Each group member is responsible for checking OneDrive and the URGE website for documents.