NW5C+ URGE Pod Guidelines

<u>Group Members:</u>
Katie Adelsberger, Knox College
Jessica Kleiss, Lewis & Clark College
Katja Meyer, Willamette University
Kirsten Nicolaysen, Whitman College
Scott Pike, Willamette University
Laura Peterson, Luther College
Liz Safran, Lewis & Clark College
David Ullman, Northland College

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.

2. Making decisions as a group

We will work toward consensus to make decisions, in particular around time limits and group management.

3. Pod member roles and responsibilities

1. Schedule meetings (use when2meet, doodle, etc to make this easier!): <u>Scott</u>
2. Meeting leader: Reads supplemental articles / materials for deliverables as needed and moderates discussions: <u>rotates among group members</u>

3. Meeting writer: Takes notes as needed, including attendance, and drafts deliverables to share with pod for review/edits/discussion at the pod meetings: rotates among group members
4. Upload deliverables to the URGE website: Katja
5. Schedule meetings with organization/institution leadership (Week X): everyone, as needed (multiple institutions)