

### **WEDNESDAY POD:**

This is the group norm for a POD at the University of Oklahoma. The POD includes members from the Mewbourne College of Earth and Energy (MCEE), the College of Atmospheric and Geographic Science (A&GS), and the Cooperative Institute for Mesoscale Meteorological Studies (CIMMS). The POD members agree on the following 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. Follow instructions from the moderator. If discussion gets intense, moderators have the power to redirect the discussion.
10. Note takers only takes notes relevant to the deliverable, no personal stories to protect privacy and confidentiality. Note takers have the permission to take a screenshot of the zoom room for the purpose of recording the attendance and these screen shots will not be shared outside of the group. Any other screen shots should only be taken and can only be shared if all group members approve.
11. 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.
  - a. Before any decision to share the story outside the group, we highly recommend discussion within the group for reflection. The person who shared the story has the ultimate decision to share outside the group. However, if other members would like to share the story anonymously outside the group, 2/3 of members should agree, in addition to agreement from the person who shared the story originally.

**THURSDAY POD:**

**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.
  - Use the Ouch! Oops! method and communication recovery when needed
  - [https://www.diversityinclusioncenter.com/archives/ouch\\_files/Archives/Ouch\\_Vol5No1.html](https://www.diversityinclusioncenter.com/archives/ouch_files/Archives/Ouch_Vol5No1.html)
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. You do not need a clear position or to be an expert; it is okay to be confused or to change your mind

**2. Decision Making Method**

We will make decisions using group consensus and utilizing “reservations” “stand aside” and “block” when needed to make peoples opinions understood by all POD members.

<https://www.seedsforchange.org.uk/shortconsensus>

**3. Pod Member Roles and Responsibilities**

Schedule meetings ✓

Take attendance (important for accountability)

Take notes as needed, especially in discussions of deliverables - (see below)

Upload deliverables to the URGE website (Elinor)

Schedule meetings with organization/institution leadership (Elinor & other OU POD leaders)

Read supplemental articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.) - will determine as needed

Draft deliverables and share with pod for review/edits/discussion at the pod meetings - (see below)

Session	Deliverable	Lead	Notes	Attendance
1/18 – 1/29 Racism & Definitions	Group Norms and Pod Agreements	Elinor	Elinor	Elinor
2/1 – 2/12 Racism & Individuals	Policy for Dealing with Complaints	Pat	Ben Schenkel	Emma K

2/15 – 2/26 Racism & History	Statistical Analyses of Program and its History	Derek Rosendahl	Elinor	Ben Schenkel
3/1 – 3/12 Racism & Justice	Policies for Working with Communities of Color	Ben Schenkel	Elisa Murillo	Pat
3/15 – 3/26 Racism & Accessibility	Admissions and Hiring Policies	Emma Kuster	Derek Rosendahl	Elisa Murillo
3/29 – 4/9 Racism & Inclusivity	Lab and Field Code of Conduct	Kato Dee	Matt Flournoy	S.Rai
4/12 - 4/23 Racism & Self Care	Asset Map of Resources to Support People of Color	Elinor	Elisa Murillo	S.Rai
4/26 – 5/7 Racism & Accountability	Policy Booklet with Summary	Elinor	Pat	Elisa Murillo

## Friday POD

### 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!). Be aware of cultural differences in communication. Remember that Zoom distractions are part of our pandemic life.
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 unless legally required to report. 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. Be prepared to meet people where they are at, our pod is a no judgement zone.

### 2. Decision Making Method

For each group decision, there must be a coordinated effort to reach a unanimous consensus. If no consensus can be reached, a two-thirds majority vote will be required. We will use a tool (such as menti.com) to conduct votes anonymously.

### 3. Pod Member Roles and Responsibilities

Schedule meetings - complete

Take attendance (important for accountability)

Take notes as needed, especially in discussions of deliverables - (see below)

Upload deliverables to the URGE website - Emily

Schedule meetings with organization/institution leadership - Pod Leaders

Read supplemental articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.) - Session leader responsibility

Draft deliverables and share with pod for review/edits/discussion at the pod meetings - group effort

Session	Deliverable	Lead	Notes	Attendance
1/18 – 1/29 Racism & Definitions	Group Norms and Pod Agreements	Emily	Emily	Emily
2/1 – 2/12 Racism & Individuals	Policy for Dealing with Complaints	Cameron	Amy	Amy
2/15 – 2/26 Racism & History	Statistical Analyses of Program and its History	Amy	Megan	Megan
3/1 – 3/12 Racism & Justice	Policies for Working with Communities of Color		Olivia	Olivia
3/15 – 3/26 Racism & Accessibility	Admissions and Hiring Policies	Megan	Brett	Brett
3/29 – 4/9 Racism & Inclusivity	Lab and Field Code of Conduct	Brett	Lynn	Lynn
4/12 - 4/23 Racism & Self Care	Asset Map of Resources to Support People of Color	Tom	Naoko	Naoko
4/26 – 5/7 Racism & Accountability	Policy Booklet with Summary		Cameron	Cameron