URGE Pod Agreement for EPSP pod (a section of AGU) - Session 1

This agreement is between EPSP URGE Pod and EPSP leadership. Our Unlearning Racism in Geoscience (URGE; www.urgeoscience.org) pod has the following meetings scheduled with the University/Organization Leadership:

- Meeting 1 - Introduction to URGE and Discussion of Pod Goals (**the two halves of our pod meet in two subgroups we call podlets; our individual podlet agreements follow this document)**

   ○ Dorothy Merritts, Kimberly Hill, Noah Snyder are all part of leadership at EPSP and are participating in the EPSP URGE meetings and activities, minimally, on a weekly basis

   ○ In addition to discussing these with EPSP leadership on a regular basis, we are working with leadership to form a DEI committee and will pass the notes from our meetings on to them to help guide the development of the committee and its operations

- Meeting 2 - Invitation for leadership to attend a regular pod meeting - EPSP Leadership Members are already attending, but we've extended our invitation to Gordon Grant (current president of EPSP) and Billy Williams (Senior Vice President, Ethics, Diversity and Inclusion at American Geophysical Union). They have accepted and asked us for suggestions for dates.

- Meeting 3 and following meetings - Weekly meetings for podlet 1 on Fridays and for podlet 2 on Thursdays, each with 10 to 15 members.

We are committed to URGE's primary objectives:

1. Deepen the community's knowledge of the effects of racism on the participation and retention of black, brown, and indigenous people in Geoscience[1]
2. Use the existing literature, expert opinion, and personal experiences to develop anti-racist policies and strategies[2,3]

3. Share, discuss, and modify anti-racist policies and strategies within a dynamic community network and on a national stage.

We are committed to our pod's objectives:

1. Discuss and assess the racial justice, equity, and inclusivity of our organization.
2. Develop an anti-racism Action Plan with actions specific to issues at University/Organization including methods for measuring and reporting progress.

We are committed to pursuing these objectives individually, as a pod, and as an organization.

Pod Members: FirstName LastName, FirstName LastName, etc.

Podlet 1

Kimberly Hill, Colin Phillips, Cindy Palinkas, Claire Masteller, Alison Duvall, Andrew Moodie, Brandee Carlson, Noah Snyder, Anastasia Piliouras, Kate Leary, Katherine Kravitz

Podlet 2

Danica Roth, Jeffrey Kwang, Udita Mukherjee, Xin Sun, Karin Lehnigk, Hima Hassenruck-Gudipati, Michele Koppes, Dorothy Merritts, Julia Cisneros, Lisa Luna, Russell Callahan, Conor McDowell, Nicole Gasparini, Risa Madoff, Jessica Gagliardi

Pod Ground Rules developed by and agreed upon by EPSP podlet 1

Alison Duvall, Anastasia Piliouras, Andrew Moodie, Brandee Carlson, Cindy Palinkas, Claire Masteller, Colin Phillips, Julia Carr, Kimberly Hill, Kate Leary, Katherine Kravitz, Kristin Sweeney, Lisa Tranel, Noah Snyder

We agree to adhere to the following ground rules in all group discussions and in producing materials in URGE:

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. 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. Participants are human and may make mistakes, despite being involved in efforts to improve equity and inclusion in geosciences.

Making decisions as a group

We will strive to reach decisions as a group. We expect this goal will promote productive and inclusive discussions. To help us reach this goal, we will use a system of voting that allows for varying degrees of participant agreement on any topic of discussion:

- I agree (thumb up)

- I am indifferent and/or I do not feel strongly enough to continue discussion (thumb sideways)
- I disagree (thumb down)

"Indifferent" votes will not hold discussion on the point, but "disagree" votes indicate that a group member feels more discussion on the point is needed. Explicitly, if any member indicates a "disagree" vote, we will continue to discuss the point.

Confidentiality and sharing

All discussion, conversation, and written material generated during Pod meetings should remain confidential, unless stated otherwise. This includes recordings of any meetings or discussions.

With the approval of pod members, anonymized materials may be made public. For example, deliverables will represent the collective group, but should not indicate pod discussion from any individual. If an individual approves, certain components of deliverables could indicate contributions from individual pod members with a statement of "authorship".

Pod member roles and responsibilities

We agree to split and rotate tasks among group members during each session. The exception will be that the pod leader (Kimberly Hill) will be responsible for uploading deliverables at the conclusion of each session. We expect that pod members will share the responsibility for organizing our pod; this will ensure our pod is successful, power dynamics are levelled, all participants are heard, and no participants are unduly burdened by extra work.

We will track responsibilities for each session via a google sheet: EPSP_podlet1_signup_sheet

Individual responsibilities for each participant in every session and meeting:
1. Read primary session texts
2. Read supplemental articles / materials for deliverables as needed
3. Adhere to the Pod Ground Rules outlined above

Shared responsibilities for each session include:

1. Schedule meetings
2. Facilitate meetings / discussion based on readings and deliverables
3. Take notes during meetings (incl. attendance)
4. Draft and (eventually) finalize deliverables
5. Follow up on specific actions identified in this session

Over the course of our pod session, we will work to achieve the following:

    1. Schedule meetings with organization / institution leadership
    2. Develop an actionable plan for improving diversity, equity, and inclusion in geosciences

EPSP URGE Podlet 2 – Pod Guidelines – Session 1, Deliverable 1

I. Pod ground rules

(Adopted from list of widely-used 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.

(Added by podlet in discussion)
10. Let those with least power speak first
11. Indicate with hand raise/star in chat
12. Everyone treated with respect, full stop.
13. (Add on to #4) be fully mentally present for meetings (avoid multitasking)
14. Take space, make space (Contribute and make space for others to contribute)
15. We aim for accountability, but acknowledge that we all are approaching conversations with good intentions. It's ok to make mistakes, and it's also ok to provide feedback.

II. Making decisions as a group

We agree to make decisions through consent, following the principles of Sociocracy.
All deliverables will be approved by members adding their names to indicate consent.
III. Pod member roles and responsibilities

1. We will meet weekly as a group, two meetings for each URGE session.

2. Each session will have a designated facilitator or team of facilitators, who will be responsible for facilitating and moderating the discussion, and for assuring that the session deliverables are completed and uploaded to the URGE site by the appropriate deadline. We will rotate the facilitator role(s) among the group, with the goal of having the widest possible range of podlet members serve as facilitators for at least one session.

3. Other roles during the group discussions include note-taker(s), chat monitor, and anonymizer (who will share with the group comments made by persons who wish to remain anonymous). We will rotate these roles among the group as well.

4. We will edit the google doc in 'suggesting' mode, and the facilitator(s) for that particular session will be in charge of accepting the edits.