URGE
Unlearning Racism in Geoscience

Purdue EAPS Pod 1 Guidelines

1. Listen actively -- respect others when they are talking.

2. Speak from your own experience instead of generalizing
   - Use "I" statements, so as not to unintentionally speak for the group

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. Understand your privilege

11. Mind the space you're taking up -- don't dominate any discussion

12. Challenge yourself to lean into being uncomfortable

Making decisions as a pod
Majority vote

Pod member roles and responsibilities

Roles:
1. Discussion leader will take attendance (important for accountability)
   - If someone is going to be absent at a meeting, contact Moe. She will keep records of attendance for each meeting.

2. Take notes as needed, especially in discussions of deliverables. Create google doc for questions that come up during live interviews
   - In google sheets with discussion sign-ups, there is a section for note-takers. This will be on a rotating basis, to take notes during our meetings.
3. Upload deliverables to the URGE website
   - Moe
4. Schedule meetings with organization/institution leadership
   - Erin: Contact Andy Freed, he will reach out to other faculty who are interested.
   - Hunter: Contact Briony Horgan/code of conduct members, would be best to have them around for 4/6 and 4/8 meetings.
   - Wai: Contact Ken Ridgway
   - Chris: Contact Lucy Flesch
   - Moe: Ali Bramson will attend 2/23, 3/23, 4/6, 4/20 meetings. Potentially the others as well, depending on the agenda for faculty meetings.

5. 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.)
   - Discussion leaders, Moe will contact group + discussion leaders if there are supplemental resources that are key for developing the deliverables for the session.
6. Draft deliverables and share with pod for review/edits/discussion at the pod meetings
       - Discussion leaders

Purdue EAPS Pod # 2 Guidelines

1. Listen actively -- respect others when they are talking.
    - One person speaks at a time.

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.
    - Maintain a curious environment. Use language that supports this type of environment such as "I wonder if…" or "I'm curious to know more about why…"

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. Understand your own privilege and the space it takes up. Give each other grace to learn about this privilege in this space.

11. Challenge yourself to be uncomfortable and vulnerable!

Making decisions as a pod
Consensus for present members

Pod member roles and responsibilities
Each session, a different person will lead the discussion.
We will finalize discussion leaders for the 8 weeks during our first meeting.
-We will meet every week of the session
Week 1: Discuss readings, outline deliverable
Week 2: Discuss interview, finalize deliverable (submit next day)
The session leaders (from both groups) will be in charge of developing the deliverable together.

Roles:
1. Schedule meetings (use when2meet, doodle, etc to make this easier!)
   - Done
2. Take attendance (important for accountability)
   - Note taker's job!
3. Take notes as needed, especially in discussions of deliverables
   - Send out a recap email to the group after the meeting
4. Upload deliverables to the URGE website
   - Moe will do this!
5. Schedule meetings with organization/institution leadership (Week X)
   - will go in agreement for next time
6. 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.)
   - Discussion leaders should read as needed
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings
   - this will be the session leaders for the week.
8. If you need to miss a meeting, let Noel know before time