

UW Quaternary Research Center's URGE Pod 1

2/2/2021

Ground Rules:

We agree to:

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.
 - a. STEP Up & STEP Back.
 - b. Focus on Long Pauses - after leaving time for engagement, we agree to examine possible reasons for long pauses that might arise from moments of discomfort or reluctance to disagree.
 - c. Give everyone space to speak. Circle the room.
 - d. Equity monitor - Discussion lead or co-lead can assume the role of attending to emergent dynamics of inequity.
5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
 - a. The goal is not to always agree -- it is to gain a deeper understanding.
6. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
7. Assume everyone's good intentions AND also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
 - a. "Yellow flag" rule - Don't let offensive moments pass. **Call in** participants to consider possibly uncomfortable statements, using words like: *"I can see how that statement may have felt offensive or traumatizing to some people."*
 - b. Acknowledge and apologize for impact.
 - c. Bring grace and generosity... We are here to learn to do better.
 - d. Try to create a "safe space" (to the extent possible). Agree to equality in pod discussions.
8. 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. We are one of two associated pods. We agree to interact with QRC Pod 2 while ensuring the confidentiality of the expressions made in the confidence of those present in QRC Pod 1 meetings by using the following guidelines that will also be discussed with our associated pod:
 - i. Be careful about what we record. Be clear about off-the-record statements when not wanting to have it recorded in QRC pod 1 notes..

- ii. Pod draft documents and notes will be restricted to QRC pod 1 members only.
 - iii. Make an agreement to share as much as reasonable with QRC pod 2, especially draft deliverables.
 - b. Schedule joint meetings with the other pod one or more times during the program (where schedules allow).
9. Be aware of power dynamics. Don't leave the hard work to those with more vulnerability in the topic.
10. Work for **consensus-based decision making**.

We also agreed to rotate responsibilities for organizing and leading session discussions and deliverables with two co-leads per session, who will divide responsibilities of:

- Creating the meeting agenda and alerting pod members to relevant materials
- Hosting the meeting using the QRC Pod 2 Zoom link.
- Serve as Equity monitor (4d, above).
- Keeping notes on the meeting (with a shared Google Doc, others can assist in real time)
- Develop draft deliverables for that session and usher them through pod co-authorship, peer-review and consensus approval
- Alert Ben to submit when each deliverable is ready to upload to the URGE site.

Agreed by pod members

Alison Duvall: agreed ARD

Ben Fitzhugh: agreed JBF

Andrea Ogston: agreed ASO

Harold Tobin: agreed HT

Hannah Glover: agreed HEG

Caroline Stromberg: agreed CAES

Elizabeth Davis: agreed EJD