URGE Session 1 — ASU SESE Pod Deliverable 1 — Pod Guidelines

This document is a set of agreed upon guidelines and group norms for our pod. This is a living document, subject to change as the discussions evolve throughout the semester.

1. Ground Rules

- **Take space, make space**: Consider how much you are talking and listening — offer a comment if you don't usually speak, and pause to listen if you've been talking a lot. Also, be aware of how your body language may be interpreted.
- **Active listening**: We actively and respectfully listen to each other.
- **Speak honestly and personally**: Speak from your own experiences.
- **Ouch/oops**: It's okay to respond to the impact of what someone says, even if it's not their intention. It's also important to own the impact of what you say.
- **Discomfort is normal.** The goal is not to always agree — it is to gain deeper understanding. Likewise, your goal is not always to persuade everyone else.
- **Participate in the mode that works best for you**: You can use the "chat" feature in Zoom, raise your hand to speak, etc. — All are welcome and valid ways to express yourself.
- **Participate to your fullest ability**. This means you can choose to not participate, but you cannot damage the discussion for others.
- **Maintain confidentiality.** What is said, and by whom, stays within the room; only what you learn can leave.
- **Practice allyship and bystander intervention**.

Violations of Group Norms: Any member of the group can speak up if they feel that another member is violating the group norms. Some violations of the group norms could be unintentional and an opportunity for self-education and further discussion of the ground rules. Depending on the severity of the violation, the POD co-leads may take the following actions:
- Reminding the offending member(s) of the group norms and ground rules.
- Asking the member(s) to remain muted for the remainder of the meeting.
- Asking the member to leave the meeting.

These actions may be taken without formal approval by the full group in order to deal with immediate situations. Depending on the situation, the pod co-leaders may also consult the URGE leadership to obtain a more distant, non-attached recommendation. Because certain members of the group may feel uncomfortable voicing their opinions about group dynamics, we will not "put people on the spot" about how to respond to interpersonal issues.

Contributing to Deliverables: The URGE leadership technically requires submission of the deliverables on the same day that we have our meetings (Friday of the second week of each session). We should very much consider the submitted deliverables as a first draft, and group members should feel free to ask us to revisit our drafts to make improvements at any time.

2. Making Group Decisions

Our goal is to reach a consensus during all group meetings. If we face any contentious decisions, then we will prepare and preserve an anonymized record of the minority opinion. For specific decisions, we may call a majority vote. However, any concerns will be recorded even if they are "overruled." To accommodate pod members who cannot attend a synchronous discussion, we will ask the Session Facilitators or another volunteer to prepare an anonymized, high-level summary of the points that were discussed in the Zoom meeting.

3. Member Roles & Responsibilities

There are three types of Member Roles:

- **Co-Leaders: Joe O'Rourke & Christine O'Donnell**
  - We will submit deliverables to URGE and be responsible for the final formatting (layout, spelling, grammar, etc., not content) before submission
  - We will take attendance at meetings as required by URGE
  - We will send weekly update/reminder emails about the Session readings, expert interviews, deliverables, and discussions.
  - We will take notes during each meeting to prepare a high-level summary of the discussion.
- **Session Facilitators**
  - We suggest that different (nominally two) group members volunteer each Session to serve in this role by writing their name in the table at the end of this document.
  - The Facilitators should prepare an agenda for each discussion session and a skeletal outline of the deliverable.
  - During the Friday Zoom meeting, they will lead breakout sessions and incorporate comments from participants into the deliverable drafts.
- **Participants**
  - Each member of the pod is requested to complete the reading and watch the expert interview before the bi-weekly Zoom discussions.
  - We recognize that individual responsibilities of each participant will vary throughout the semester, so people may participate at different levels at different times.

	Deliverables	Facilitators
Session 1 (1/18-1/29): Racism and Definitions	Group Norms and Pod Agreements	Joe & Christine
Session 2 (2/1-2/12): Racism and Individuals	Policy for Dealing with Complaints	TBD
Session 3 (2/15-2/26): Racism and History	Statistical Analyses of Program and its History	Chris Mead & ...
Session 4 (3/1-3/21): Racism and Justice	Policies for Working with Communities of Color	Melanie & _____
Session 5 (3/15-3/26): Racism and Accessibility	Admissions and Hiring Policies	TBD
Session 6 (3/29-4/9): Racism and Inclusivity	Lab and Field Code of Conduct	Kevin & Tom
Session 7 (4/12-4/23): Racism and Self Care	Asset Map of Resources to Support People of Color	TBD
Session 8 (4/26-5/7): Racism and Accountability	Policy Booklet with Summary	TBD