

Session 1 Deliverable – Pod Guidelines

As a Pod, we agree to follow several guidelines in all our discussions and interactions as we work together towards addressing URGE's primary objectives and our Pod's objectives. This foundation will help establish an inclusive and supportive environment to facilitate the discussion of difficult and potentially controversial issues.

A. 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 (what's said here stays here, what's learned here leaves here).

B. Making decisions as a group

Our Pod will make decisions based on group consensus (<https://www.seedsforchange.org.uk/shortconsensus>) when developing our deliverable materials. We will endeavor to acknowledge and include the range of views presented and will highlight the common or consensus view.

C. Pod member roles and responsibilities

1. Schedule meetings (use when2meet, doodle, etc. to make this easier!)—Done; no leader needed
2. Take attendance (important for accountability)—Nate
3. Take notes as needed, especially in discussions of deliverables—Kayleigh
4. Upload deliverables to the URGE website—Sarah
5. Schedule meetings with organization/institution leadership (**Weeks of Feb 23 and early May with President Rankin; Meeting with Jesse Herrera, Director of Center for Inclusion, Feb 16**)—Laurie
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.)—All, rotating leadership by session.
Discussion leader: tasked with selecting which, if any, supplemental materials for us to read prior to discussion; responsible for drafting deliverables (task 7 below).

Session 1: Sarah

Session 2: Scott

South Dakota Mines Pod

Session 3: Laurie

Session 4: Sarah

Session 5: Darrin

Session 6: Dan

Session 7: Kayleigh

Session 8: Nate

7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings—the Session Leader will be responsible for completing this task.