Susquehanna University URGE Pod
Deliverable #1, 2/7/21

Ground rules for discussion:
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, including both your own and how you interpret others'.
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. Information may be shared outside the group only if it is not attributed to (or could be easily attributed to) a specific person, and only if it is shared in a way that is respectful of all group members.

Decision-making: We decided to use a technique often used within the collective impact model. It uses a scale of agreement: for example, a scale of 1-4 where 4 means "totally agree" and 1 means "I don't completely agree but am willing to articulate why". The goal is to get everyone to a 4 through discussion.

Roles and responsibilities:
- Kathy Straub (pod leader): Schedule meetings, take notes as needed, upload deliverable to the URGE website, schedule meetings with institution leadership
- Pod members: Will sign up to lead discussions #2-8 in advance via shared spreadsheet; we will decide on deliverable leads at each session depending on what is involved in each and participants' capacities to complete them in the required time period.