



TEXAS A&M UNIVERSITY

College of Geosciences

POD Guidelines

This document captures out pod guidelines for the three subpods within the College of Geosciences

Group 1

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.
10. We will hold the last 10 minutes of each meeting for problems and trouble shooting.

Making Decisions as a Group

The group will use consensus to make decisions as needed.

Pod member roles and responsibilities

- 1) Meetings will be held Tuesday at 3pm
- 2) Notes will be taken as needed
- 3) Materials for deliverables will be shared in the google drive

Group 2

Deliverable 1: Ground rules, how to make decisions as a group, pod rules/guidelines

- Ground rules for our pod
 - Zoom rules: Leave video and microphone on, if at all possible, to encourage as real a sharing experience as is possible during a pandemic
 - Check in before each session to ask whether we want to change/add rules
 - Keep a Google Drive for open sharing of materials and notes
 - Use a shared email list for communication with all group members
 - Listen actively - respect others when they are talking
 - Speak from your own experience instead of generalizing ("I", not "we" or "you")
 - Do not be afraid to challenge on another respectfully by asking questions, but refrain from personal attacks

- Participate to the fullest of your ability! We are better by hearing everyone's voices and opinions
- Share your own story and experience instead of invalidating someone else's story with your own spin on their experience
- Correct others kindly
- It's OK not to agree as long as everyone gains a deeper understanding
- Be conscious of body language and nonverbal responses (especially over Zoom)
- Always assume good intent, but do acknowledge if someone hurtful is said (even if it was unintended)
- Maintain confidentiality within the pod
- How to make decisions as a group
 - Consensus/unanimous votes are impossible if we are allowing people to disagree (see above ground rules)
 - We seek consensus but will accept majority opinion on a case-by-case basis
 - We agreed that there is a 1-2 day "review" period by all pod members for notes posted to the Google Drive. Use either "suggesting" setting in Google Drive or add comments directly to document.
- Pod roles and responsibilities
 - Ishara is our official TAMU geosciences mega-pod leader. She will be in charge of posting deliverables to URGE
 - Meetings are scheduled for every other Thursday at 9am CST
 - We agreed to rotate the responsibilities of Pod leadership, with two "facilitators" per week (e.g. one for leading, one for note taking). Pod leaders commit to:
 - Taking attendance for their pod session
 - Leading discussion of content and deliverables
 - Taking notes on deliverables only (not on protected/shared material)
 - Reporting relevant notes on deliverables via posting to the Google Drive

Group 3

1. Ground rules

Our subpod decided to adopt without amendment the Widely Used Ground Rules that were provided as an example in the URGE Deliverable 1 description.

2. Making decisions as a group

Our subpod decided to adopt the consensus model for making decisions. Not surprisingly, the decision to adopt the consensus model was unanimous.

3. Pod member roles and responsibilities

Schedule meetings: John (Zoom)

Take attendance and notes: Alexa and Kyle

Upload deliverables: John

Schedule meetings with organization leadership: Courtney

Read supplemental articles, draft deliverables, issue reminders, and run the meetings: rotate responsibility around the group.

