



Toolik Field Station URGE Pod Guidelines are a set of agreed upon guidelines and group norms. This pod is composed of Toolik Field Station Staff and researchers spanning all career levels from graduate students, professional researchers, post-docs, and faculty. Additionally, we have involvement from Toolik Field Station management and the Toolik Field Station Steering Committee members. The breadth of membership in this pod across positions and leadership help give credence to the deliverables that we create to make active changes to the anti-racist culture at Toolik Field Station.

Ground Rules

1. Listen actively and with respect when fellow pod members are talking
2. Speak from your own experience instead of generalizing (“I” instead of “they”, “we”, or “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. Show up with heart and 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.
 - a. Concepts and ideas can be shared between pods but keep personal stories confidential unless permission is granted.

Making decisions as a group

The Toolik Pod is composed of a large group of staff and researchers at institutions across the country who all do field work at Toolik. Given the size and geographic spread we will have two “podlet” meetings each week. We do foresee communication between podlets presenting a challenge to group decision making. To alleviate this challenge we will 1) create a Slack channel for direct communication between all pod members 2) ask session leaders to attend both podlet meetings during each session and 3) commit to continually reevaluate communication methods and make changes as necessary.

Both podlets will collaborate to create a single deliverable for each session. Within podlets, and as a collective pod, we will make decisions through consensus whenever possible. We will utilize a proposal format for our deliverables. Group and session leaders will present a deliverable proposal, ask for feedback in our podlet meetings and via Slack if appropriate before making

revisions based on feedback. If consensus is not achieved we will survey pod members using a “strongly agree, agree, neutral, disagree, strongly disagree” style survey. Surveys will help inform the majority and the dissenting views. We commit to represent all different views in our deliverables.

Pod member roles and responsibilities

- During each of the eight sessions, pod members will be expected to read the provided materials and watch the videos in advance of attending their podlet meeting(s).
- Pod members will attend at least one of the two podlets during each session. Attendance will be taken during each podlet, in order to hold members accountable in their participation. Let the session leader know if you will not make it to either of the podlets in a given session.
- Pod members will participate in the drafting of the deliverables and share them with the pod for review, edits, and/or discussion.
- Pod members should sign up in advance for one of the member roles listed below for at least one of the sessions

Member roles

- *Pod Leader* - Is the member of the pod that is in contact with the URGE organizers. The pod leader is Amanda Young (ayoung55@alaska.edu).
- *Session Leader(s)* - Facilitate the discussion for a given session. To help synergize the discussion from both podlets, the session leader(s) will attend both podlets and work with the Deliverables folks on the deliverables and turn in the deliverables on time.
- *Notetaker(s)* - Person(s) responsible for taking notes during the podlet discussions.
- *Deliverables Folk(s)* - Working with the session leader(s), you are responsible for developing the deliverables for that session. The deliverables will be presented to the pod for comment prior to submission.
- *Other* - Additional roles will be determined and filled as needed.

Deliverables

- Development
 - Some deliverables will take more work than others. During the first week of a session, read through the deliverables to determine if any prep work or research is needed prior to the podlet meetings.
 - Work collaboratively between the Session leader and the Deliverable folks to draft the deliverables.
 - Reach out to the rest of the pod with any questions as you develop the deliverables.
 - Put the deliverables up for review by the rest of the pod before submission. Post this information in the Slack channel.
- Submission
 - Check when each deliverable is due.
 - Go to the Curriculum for the session and find the submit deliverables button.
 - Pod Name: Toolik Field Station
 - Institution Name: Toolik Field Station
 - Pod Leader Name: Amanda Young
 - Session #
 - File upload (must be a pdf)
 - File name “*podname-institution-deliverablename-session#.pdf*”