

University of Idaho URGE Pod Norms

Discussion Guidelines:

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. Sometimes participating fully is listening to others instead of dominating the conversation.
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. Agree to respectfully check yourself and know mistakes will happen. 'ouch' and 'oops'?
11. Try to talk directly about difficult topics, not around them.

Decision Making Guidelines:

All decisions on deliverable items from this group will be made via **consensus**.

Roles:

The responsibilities of the URGE Pod include the following, which will be led by:

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| 1. Schedule meetings | Erika |
| 2. Take attendance | Tom W. |
| 3. Take notes in discussions of deliverables | Haley/Tom M./April |
| 4. Upload deliverables to the URGE website | Erika |
| 5. Schedule meetings with organization/institution leadership | Leslie |
| 6. Read supplemental articles / materials for deliverables for certain deliverables | Matt/all |
| 7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings | Erika |