
URGE Pod Guidelines for U of A Department of Geosciences

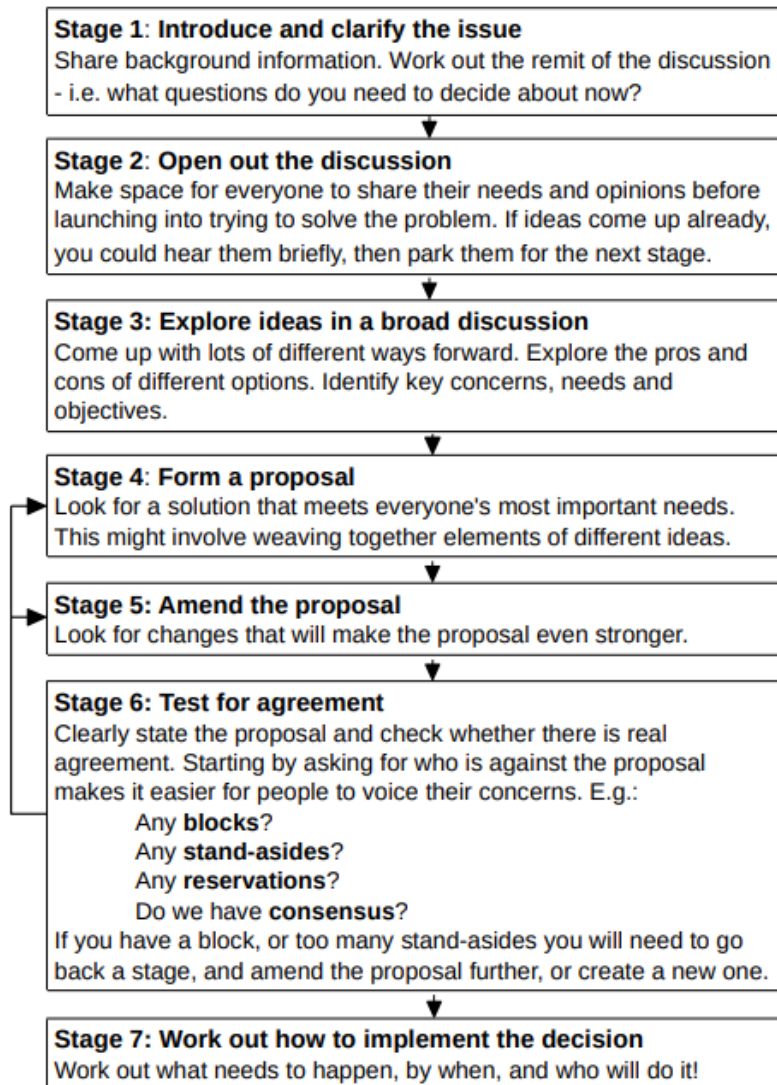
The following are a list of guidelines developed by the URGE Pod for the Department of Geosciences at the University of Arkansas. These guidelines were created to facilitate a safe and inclusive environment for learning and participation.

Ground Rules

1. **Active listening**—Listen when people speak, ask what/where those ideas came from, and build from their comments before moving on. Add input to facilitate discussion. Ask questions to drive conversation and challenge ideas.
2. **Take space, make space**—It is fine to drive the conversation, but do not prevent people from being able to participate. Take space – Engaging in conversation/discussion. Make space – encouraging others to participate while not cold calling. Raise hands when asking to be addressed to avoid talking over people.
3. **Be respectful**—Challenge ideas, not people. Use the “oops” and “ouch” phrases to acknowledge when you have misspoken or when someone may have inadvertently offended.
4. **Commitment to the cause**—Invest as much of yourself as you can into this effort. Make an active effort to use terminology, ideas, and principles presented in interviews and readings. Change requires dedication.
5. **Participate**—Give as much as you can when we meet! Your input matters! No more than three missed meetings
6. **Assume**—Your pod members intentions are good and well-meant, even if they do not come out as such.
7. **Speak from experience**—Try not to make generalist statements, rather, speak from personal experience.
8. **We do not have to agree**—We want to understand each other and the objectives of URGE.
9. **Maintain confidentiality**—This is a safe space for us to talk about difficult issues without fear of repercussions or retaliation.
10. **Ask questions!** Open-ended, specific, or otherwise.
11. **Practice** – Use the phrases and definitions we learn in the lessons.
12. **You will be okay**—It is perfectly okay to feel uncomfortable talking about issues of race and racial inequity/inequality. Being uncomfortable leads to growth.

Decision-Making Method

This pod will follow the flowchart for consensus from Seeds of Change. This method will be applied during meetings and the creation of deliverables. We also have an option to dissent.



www.seedsforchange.org.uk

Division of Work

- The U of A Geoscience URGE Pod will meet every Wednesday from 11am – 12pm CST on Microsoft TEAMS.
- For each session, a pod member or members will lead and facilitate discussion. Members are expected to sign up to help lead at least one discussion. Pod discussion leaders will be responsible for downloading the discussion material in a timely fashion (suggested at least five days before each session).
- Session leader starts and polishes deliverables, but the pod will create/edit them together.
- The pod will have a communal notes document (stored on Microsoft TEAMS) during meetings that can be turned into the first draft of deliverables.

- The additions to the deliverables will be finalized by Thursday evenings and final revisions and polishing will be completed by Friday afternoon by the pod discussion leaders so they can be submitted on Friday and respecting that everyone is busy.
- New, important, and/or actionable information will be shared with the Department of Geosciences during the weekly open forum for Diversity, Equity, and Inclusion (Fridays from 9am – 10am CST on Microsoft TEAMS).
- If members cannot make 3 meetings they agree to strongly consider withdrawing from the pod.
- Pod leaders will schedule meetings and communicate with institution leadership (send deliverables).