

UCSB Geography & Marine Science Superpod Guidelines

Ground Rules

Everyone is responsible for holding themselves to the following rules.

1. *Listen actively*
Respect others when they are talking.
2. *Speak from your own experience instead of generalizing*
Use "I" instead of "they," "we," or "you".
Volunteer yourself and refrain from volunteering others.
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*
The goal is to gain a deeper understanding.
7. *Be conscious of body language and nonverbal responses*
These 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. Note that there are situations where staff and faculty have mandatory reporting responsibilities under Title IX.
10. *Recognize each other as equals*
11. *Zoom etiquette*
 - a. Use "ucsb.edu" domain to access Zoom
 - b. Try to be located in a place that minimizes background distractions and noises
 - c. Mute your microphone unless speaking
 - d. If you have a question or comment, raise your hand using the participants option, and then unmute when you are called upon.
 - e. It is helpful if the camera is turned on, but we understand if there are situations where the camera cannot be turned on. Please stay engaged even if the camera is turned off.

Decision making

Decisions will be reached through a consensus process. A short guide to this process can be found [here](#). The following process will be implemented. The subpod facilitator will be responsible for facilitating this process and make clear to all participants which stage of the process the group is presently engaged in.

Stage 1. Introduce and clarify the issue

Share background information. Work out the scope of the discussion - i.e. what questions need to be decided upon right now?

Stage 2. Open out the discussion

Make space for everyone to share their needs and opinions before launching into trying to solve the problem. If ideas come up already, they can be heard briefly, but will not be considered until the next stage.

Stage 3. Explore ideas in a broad discussion

Come up with lots of different ways forward. Explore the pros and cons of different options. Identify key concerns, needs and objectives.

Stage 4. Come together with a proposal

4a. Form a proposal, looking for a solution that meets everyone's most important needs.

This might involve weaving together elements of different ideas.

4b. Amend the proposal, look for changes that will make the proposal even stronger.

4c. Test for agreement.

Clearly state the proposal and check whether there is real agreement. Starting by asking for who is against the proposal makes it easier for people to voice their concerns.

- Any blocks? (where the stance/outlook on the block should be clarified if possible)
- Any stand-asides? (Meeting absence is considered to be standing aside unless otherwise discussed)
- Any reservations?
- Do we have consensus?

In the event of a block or too many stand-asides: go back to Stage 4b or 4a, as necessary, and amend the proposal or create a new one.

Stage 5. Work out how to implement the decision

Work out what needs to happen, by when, and who will do it!

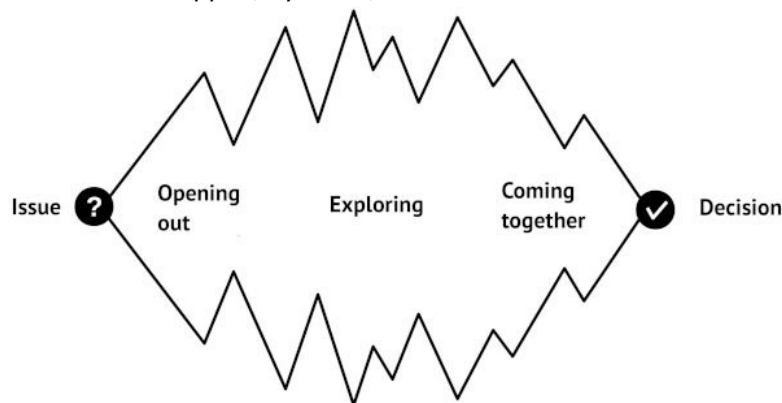


Figure from <https://www.seedsforchange.org.uk/shortconsensus>

Pod-member roles and responsibilities

	Pod members	Session Leader	Session Scribe	Deliverable Editor	Subpod Facilitator	Superpod Facilitator (Nidzieko)
Schedule meetings					✓	✓
Take attendance			✓			
Take notes as needed, especially in discussions of deliverables			✓			
Lead decision-making process					✓	
Upload deliverables to the URGE website ¹		✓			✓	✓
Schedule meetings with organization/institution leadership						✓
Read supplemental articles / materials for deliverables as needed		✓				
Draft deliverables and share with pod prior to discussion		✓	✓	✓		
Read assigned articles prior to the interview	✓					
Watch the interview	✓					
Adhere to pod guidelines	✓					
Prepare for discussion by reading any additional materials provided by the Session leader	✓					

¹ Deliverables will need to be combined across Geography and Marine Science in some form. The Session Leader, Subpod Facilitators, and Superpod Facilitator will coordinate on a session-by-session basis to accomplish this task.