Ground Rules (may be amended if agreed upon by Pod members)

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. Mutual respect will be maintained, and any unresolved conflicts will be mediated so that open and respectful dialogue can continue.

7. We assume that our pod members have different backgrounds and familiarity with the topic, and we will extend a patient and respectful learning atmosphere during our discourse.

8. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!). We will respectfully give members an opportunity to explain any surprising or incongruous reactions, and not make quick assumptions about their meaning.

9. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.

10. Maintain confidentiality. All stories shared in this space stay in this space unless explicit permission is given by the story's owner to share it in another setting. This includes any spoken or written material that may be passed to the department as actionable items. If meetings are recorded, the recording will be paused on request to discuss extra-sensitive material.

11. We'll maintain good communication during meetings by having our cameras on as much as possible. We'll acknowledge quieter members of the group by making use of the chat function in Zoom, and encouraging use of our pod's Slack Channel. Recorded Zoom meetings will be made available only to Pod members who cannot attend a meeting and who have agreed to not share the link or show the recording to others. Recorded Zoom meetings will be deleted from cloud storage after two weeks.

2. Making decisions as a group

We intend to work collaboratively on URGE deliverables, and will co-edit written materials. Minority viewpoints will be recorded. The pod will meet weekly to discuss deliverables specifically. Absent members will inform the pod leader before the scheduled meeting if they

would like to vote or contribute to materials, and otherwise will relinquish their contributions. We propose to hold a town hall at the end of the program to share our findings, and any products that inspire changes to departmental procedures will follow the department by-law protocols.

3. Pod member roles and responsibilities
Make sign up sheet for jobs
Pod member Gavin McNicol will create shared sign up sheets.

Schedule meetings
The Pod leader, D'Arcy Meyer-Dombard, has scheduled regular weekly meetings.

Take attendance (important for accountability)
Our weekly note taker will also take attendance.

Take notes as needed, especially in discussions of deliverables
Pod members will sign up to take notes on a rotating basis.

Session leadership
The Pod leader will send out any needed communications for each session.
Pod members will sign up to lead session discussions during our weekly meetings, on a rotating basis. The discussion leader will help guide the discussions about the assigned literature and deliverables.

Upload deliverables to the URGE website
 The Pod member who is the assigned discussion leader for the session will upload all deliverables.

Schedule meetings with organization/institution leadership (Week X)
 D'Arcy Meyer-Dombard and Kathryn Nagy (Dept. Head and Pod member) will schedule two meetings with the College of Liberal Arts and Sciences, one in Week 4 or 5 and one toward the end of the program. The URGE program, and the Pod's goals, will also be explained to the department faculty at their first faculty meeting in February, scheduled by Kathryn Nagy.

Read supplemental articles / materials for deliverables as needed
(for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.)

All members will share these responsibilities through a sign-up sheet:
- reading of supplementary articles and sharing content at meetings or via the Slack channel
- drafting deliverables
- reviewing/editing written draft deliverables