

## **UMaine URGE: Pod Guidelines**

### **Ground Rules**

1. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you"). The goal is not to always agree -- it is to gain a deeper understanding.
2. Consider your own actions or statements on others (from their point of view).
3. Listen actively -- respect others when they are talking.
4. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
5. 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.
6. If someone calls you out or pushes back, take a moment to reflect, and don't be defensive; take responsibility for the impacts of your words. Apologise and admit your mistakes.
7. Keep in mind the power dynamics in your interactions with others in this space.
8. Make time and space for different types of thinking, processing, and communicating. Assume good faith; give the benefit of the doubt. Be conscious of nonverbal communication.
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. Our goal is to change ourselves and foster change within our community. Be willing to be uncomfortable. Keep your mind on the ultimate goal: unlearning racism within our communities.
11. Be kind to yourself, and do what you need to do to be sustainable, recognizing the many challenges we're facing as we engage in this work. Practice self-care.

### **Decision-Making**

Decisions will be made using a consensus process. Everyone will be given the opportunity to provide feedback on deliverables following our group meetings, and any major suggested edits should have at least two co-signers. Everyone will have the opportunity to weigh in on deliverables before drafts are posted.

### **Pod Member Roles and Responsibilities**

Each week, we will have two facilitators and one note-taker, who will sign up in advance. The pod leader (Gill) will connect with the facilitators each session to set an agenda in advance, to be shared with the group. Pod members will also provide feedback to deliverables outside of meetings, and will participate in meetings with UMaine leadership (geosciences department chairs, college deans, provost, chairs of President's Council on Diversity).