

UNH Department of Earth Sciences URGE Pod
Session 1 Deliverable: Pod Guidelines

1. Ground rules

The UNH ESCI URGE Pod will adhere to the following ground rules during our pod meeting:

- **Respect:** We will treat each other with respect during all pod activities. We will be mindful to give all pod members the chance to speak and we will use non-verbal (chat, raise hand, etc.) cues when we want to contribute to the discussion. We will practice “step up and step back,” volunteering our perspective and then giving space for others to contribute theirs. We will give people space to think and not fill every silence.
- **Confidentiality:** Our URGE pod is a safe space for learning from mistakes and missteps. While stories and lessons from the pod can travel, names cannot.
- **Come prepared:** We will come to pod meetings prepared to discuss readings, interviews, and deliverables. We will each engage with meeting pre-work to the best of our abilities each session.
- **Participation:** We will practice active listening to the best of our abilities. We acknowledge that working from home presents many potential distractions (children, a package delivery, pets, an unexpected call, etc.) that we will handle with grace, and we will respect pod members’ choices for how they participate (camera on/off, voice, or text) in this virtual space.
- **Maintain an open mind:** We will validate new perspectives and contributions from pod members (lead with “Yes, and...” language). In our discussions, we will focus on ideas and issues, not individuals. We will speak from our own perspective (I vs. we statements) to acknowledge that everyone has different experiences.
- **Meet people where they’re at:** We can’t assume what others do/don’t know and have/haven’t experienced. We will practice discussion strategies like the oops/ouch method and use language like “I think I may have misheard, but” when we feel the need to push back on a contribution to group discussion.
- We acknowledge that power dynamics inherent in a pod with students (both current and former), faculty (of different ranks), and staff (with supervisors) can make disagreement uncomfortable among pod members at different career stages/levels. We encourage pod members to share their thoughts openly and freely during meetings or to share them with another pod member they feel comfortable with. Their thoughts can then be shared anonymously with the rest of the pod should the pod member prefer.

2. Making decisions as a group

The UNH ESCI URGE Pod will make group decisions by vote. We will vote on decisions by using the Zoom anonymous poll function to keep pod members’ responses anonymous in the meeting and in the reports. We will download the report of polls to have a record of decisions made by the pod.

3. Pod member roles and responsibilities

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We will use the URGE Scheduling Helper spreadsheet to assign roles for meetings and ensure that tasks are distributed equitably. For meetings, our needed tasks are:

- Taking attendance
- Taking notes
- Watching the chat/for raised hands to call on people to speak
- Running breakout rooms for discussions in smaller podlets, as well as larger group discussions
- Setting up polls and breakout rooms

Pod members are encouraged to sign up for *at least two* tasks they would be willing to perform during any pod meeting (not at the same time; one task only during a meeting). Task assignments will be generated randomly from the list of pod members available before each pod meeting.

We will brainstorm content for deliverables as a pod during meeting times. Members of the UNH ESCI DEI Committee will rotate responsibility for polishing draft deliverables for uploading to the URGE website. Our pod leader, Ruth Varner, will upload deliverables for each session.

Our pod leader, Ruth Varner, and graduate student Clarice Perryman are working with the leadership of the other 4 UNH URGE Pods to arrange meetings with UNH senior leadership. Our pod leadership will directly contact ESCI Chair Joe Licciardi and the Dean of the College of Engineering and Physical Sciences Cyndee Gruden to arrange meetings with our department's URGE pod.