Pod Ground Rules

- **Listen actively** -- respect others when they are talking.
- **Speak from your own experience instead of generalizing** ("I" instead of "they," "we," "you").
- **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.
- **Participate to the fullest of your ability -**- community growth depends on the inclusion of every individual voice.
- **Focus on sharing your own stories and experience** rather than interpreting the experiences of others.
- **The goal is not to always agree -- it is to gain a deeper understanding.** If you do not agree with something, approach the issue with curiosity to understand the different perspective.
- **Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.**
- **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.
- **Follow through** - if you commit to a pod activity, it is your responsibility to complete it and/or communicate challenges with fellow pod members and ask for support as needed. In other words, don't leave team members hanging :)
- **Make space, take space** --If you are someone who often speaks a lot, be sure to make space for others. If you often remain silent in group conversations, take space to share your experiences and perspectives.
    - "WAIT" - "why am I talking?" vs. "why aren't I talking?"
- **Communication outside of meetings**. If you have additional thoughts regarding pod topics, deliverables, etc. outside of meeting times, please share them with the group in a timely fashion (via e-mail and Google Docs) so that they can be incorporated in team deliverables and discussions.
- **Ask everyone about what they're hearing/promote active check-ins.** To ensure that you're communicating in the way you want, ask your POD members to tell you what they're hearing when you speak. This ensures that your words are having the impact you want. For instance, try saying, "I'm worried that you might be taking what I said the wrong way. What do you hear when I say…?"
- **Take advantage of related initiatives and efforts to amplify our impact with respect to URGE objectives**.
- **Advocate for transformative change whenever possible** -- we anticipate pushback and negotiation which may reduce the overall impact, let's push that Overton Window
- **Be specific when using language, and be open when someone asks for clarification**. Do: Be explicit about race (as a social construct). Don't: Use coded language. Do: Point out coded language when it occurs.

Decision-making
- For binary decisions, we will use majority vote.
  - 75% of enrolled pod members must be present (10)
  - Ranked choice voting when there are multiple choices

Pod Member Roles and Responsibilities
- Recurring responsibilities will include scheduling; note-taking; meeting facilitation; and taking the lead on deliverables.
- We will also be meeting with institutional leadership to advocate for policy change; pod members will volunteer to coordinate these efforts as well as broader socialization of URGE at Department and BSOS levels.
- The pod leader(s) will submit deliverables to URGE and take notes on guest speaker sessions
- We agree to contribute the following sessions as written below:

Week	Topic	Deliverable	Dates	Pod Members Leading	Notetaker
1	Racism and definitions	group norms and pod agreements	1/18-1/29	Rebecca	Allison
2	Racism and individuals	policy for dealing with complaints	2/1-2/12	Ipsita, Hannah	Maria
3	Racism and history	statistical analyses of program and its history	2/15 - 2/26	Amanda, Julie	Jeff
4	Racism and justice	policies for working with communities of color	3/1 - 3/12	Alyssa, Jamis	Alison
5	Racism and accessibility	admissions and hiring policies	3/15 - 3/26	Kristen, Alyssa	Rebecca
6	Racism and inclusivity	lab and field code of conduct	3/29 - 4/9	Maria, Matt	Jamis
7	Racism and self care	asset map of resources to support people of color	4/12 - 4/23	Allison, Alison	Amanda
8	Racism and accountability	policy booklet with summary	4/26-5/7	Jeff, Hannah	Alison
Meetings with leadership			Throughout the semester	TBD	TBD