

# Pod Guidelines

## 1. Ground rules and agreements

We agreed on six agreements for our discussions. Most of these agreements are borrowed from Lerback (2020) doi:10.5281/zenodo.3897373.

### Learning environment

This is a learning environment, and we need to be sure to contextualize what we are saying so others know where we are coming from. Part of contextualizing is personalizing and being sure to say, “I feel” rather than “this is the objective truth.”

### Accountability

We will make sure to communicate respectfully and hold others accountable for what they say. If somebody says something that is offensive, we will explain why we view it as problematic. Along the same vein, we will hold ourselves accountable.

### Share speaking time

It is important to keep in mind that members from culturally dominant groups can speak more often than those from non-dominant groups. We will check in with ourselves and ask, “Why am I talking?” or “Why am I not talking?”

### Confidentiality

We will not share *personal* discussion details (e.g., names) outside our pod. We do reserve the right to bring up discussion points with others outside our pod to engage others in valuable discourse.

### Body Language

We will be mindful of non-verbal cues while on Zoom and maintain respectful body language.

### Power dynamics

Our pod is composed of faculty, staff, and students. However, in this space we are equal and there is no hierarchy in the discussion.

## 2. Making decisions as a group

We have agreed that decisions will be made using majority rule. Decisions will be made using Zoom polls, hand raising (feature in Zoom), and/or email, depending on what is appropriate for the decision.

### **3. Pod member roles and responsibilities**

For each discussion we have two roles: the moderator and the secretary. The pod leader takes on any additional responsibility.

#### Moderator

This person is in charge of creating the discussion presentation and the first draft of the deliverables. He/she/they will guide the discussion and present the deliverables. They will send this first draft to the pod leader after discussion.

#### Secretary

This person takes attendance and takes notes on the discussion. It is most important for this person to take notes on the parts of the discussion related to the deliverables. They will send these notes to the pod leader after discussion.

#### Pod leader

The pod leader will update the deliverables with the discussion points and make the document available to the group on the Monday after the discussion. He/she/they will submit the deliverable(s) to URGE on the Friday after the discussion, after the group has had a chance to view and edit.

Every pod member will be the moderator for at least one discussion. There are more pod members than there are discussion slots, so some discussion slots will have two moderators. There is no requirement for being a secretary. The submitted spreadsheet shows who has signed up for which sessions. The pod leader is always Mo Holt.