USF CMS Pod Guidelines

Ground Rules

1. Listen actively -- respect others when they are talking. Respect another person's rights to freely express their opinion without fear of retribution.
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.
7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words – even over video meetings.
8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
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. NOTE: it should be understood and kept in mind that most pod members are mandatory Title IX reporters.
10. All notetaking will exclude names (unless in reference to a specific action item(s)) and will focus only on the deliverables and/or be very broad (e.g. topic x was discussed and y was decided). To honor both Florida Sunshine laws and confidentiality of experiences shared in these meetings, meeting minutes will include attendance, discussion points, and action items, without attribution of ideas to or quotes of individuals at the meeting.
11. An anonymous online form will be available to all pod members to submit comments, issues, questions, etc. that they may not feel comfortable discussing during our virtual meetings.

Group Decision Making

All group decisions (pod deliverables, activity reporting, etc.) will require full consensus. To achieve consensus, ideas will be discussed and permutated until there are no objections. Instead of asking for a vote (to obtain either simple or super majority), the group will ask if there are any objections and only adopt resolutions for which there are no objections.

Pod Member Roles & Responsibilities

1. Schedule meetings – Sarah Grasty, Ryan Venturelli
2. Take attendance (important for accountability) - Sarah Grasty, Ryan Venturelli
3. Take notes as needed, especially in discussions of deliverables – Brad Rosenheim, Grasty, Venturelli
4. Upload deliverables to the URGE website – Sarah Grasty, Ryan Venturelli
5. Schedule meetings with organization/institution leadership – Sami Francis, Amelia Shevenell, Grasty, Venturelli
6. Read supplemental articles / materials for deliverables as needed
   a. This will be the responsibility of all pod members to attempt for all sessions, however we will rotate primary responsibilities for each session. One-two pod members will be assigned to lead each session which obliges being well versed in the materials.
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings
   a. Session deliverable collaboration and finalization will be the primary responsibility for that session's leaders with support from pod leaders, Grasty and Venturelli.