Deliverable - Pod Guidelines

1. Ground Rules

Questions to consider when setting ground rules:
Is it all graduate students? Tenured faculty and non-tenured faculty? Is the group all white or are there individuals with lived experience with racism? What are the power dynamics in play?

Poll everywhere?

Ground Rules for the pod:
Progressive stack : how we moderate/facilitate discussion
Progressive Stack is a form of leading discussions which involves a facilitator keeping a list of names of people who wish to speak. This is a small group, so may not need progressive stack, however if the conversation becomes energetic, we could implement the Progressive Stack method. Good for Zoom format, keeps talking time in check, will be adaptable for growth, easier to take notes in progressive stack format. A description of this method: the facilitator scans the group during discussion and if someone wishes to speak, then they raise their hand in the Zoom participants panel. As host/co-host, the facilitator will then lower that person's hand in the participants panel, indicating that that person is now put on the list to speak. However, the facilitator does not simply write a list of names in the order that people raise their hand. Rather, if someone who has not spoken raises their hand, then they go to the top of the list. If someone who is of an oppressed group or identity, or of a group or identity that is unrepresented in the conversation raises their hand, then they go to the top of the list unless they have already contributed significantly to the discussion.
Facilitator role: keep track of time, ensure norms are being followed, use progressive stack if necessary

Don't make assumptions about people's lived experiences or their positions/identities. Some identities are invisible.

Share the air
Remember to give space for others to speak and to be aware of how much space you are taking up in the discussion. **Give your "2-cents" -** be willing to share and participate in the discussion twice, but if you've spoken twice already step back and listen to others

Listen actively
Respect others when they are talking.

Use "I"
Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
Beware of overgeneralizing (~be precise; define terms).

Intent ǂ Impact

Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended. Recognize that the intent of your comments may not always match their impact. *Own your intentions and your impact.*

Assume best intentions, but challenge
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. Give people the benefit of the doubt, but don't be afraid to challenge others when they say something you disagree with. Assume good faith in each other. We all come from different backgrounds which inform our mannerisms and communication, so try to understand differences rather than assume hostility or bad intentions. Ask clarifying questions like "did you mean X" or "what makes you say that" to get more information. Encourage yourself and others to maintain a positive attitude, honor the work of others, avoid defensiveness, be open to legitimate critique and challenge oppressive behaviors in ways that help people grow. We want to "call each other in" rather than calling each other out — in other words, if you are challenging someone's ideas or behavior, do it respectfully, and if you are being challenged, receive it respectfully.

Lean into discomfort
The goal is not to always agree -- it is to gain a deeper understanding.

Be patient
Take a deep breath if you feel upset or frustrated before responding.

Step up/step back
When you speak, after you make your point, let others speak. Please respect others by recognizing how often, much, and loud you're speaking and whether or not you're dominating conversation. Step back to leave space for others to voice their opinions and feelings. This especially applies to participants from privileged backgrounds. On the other hand, if you don't

often speak up, try to make an attempt to participate. In many respects the discussion would greatly benefit from your point of view.

[Participate to the fullest of your ability
Community growth depends on the inclusion of every individual voice.] Already included in "Step up/ step back.

Share your own story
Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.

Give credit (*props*)

Be mindful of your own privilege(s)

Admit ignorance/acknowledge mistakes
Acknowledge when you make a mistake. Remember, mistakes will be made, nobody is perfect and recognize an opportunity to forgive others for their mistakes.

Notice your body language
Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)

Maintain confidentiality
What's learned here leaves here; what's said here stays here. 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.

Responsibility on each pod member to do the readings, watch the interview and read the draft deliverables.

Other related ideas to consider:
- Regularly ask for/solicit different viewpoints
- Brave space vs. safe space
- Be aware of how power and privilege shape interactions
- Recognize different forms of knowledge and expertise
- Ask for and provide context or clarification
- Don't expect consensus - can agree to disagree (to a point)
- Embrace a culture of making mistakes
- Respect the genius (perspective, experiences, and voices) in others
- Be aware of intersecting identities and privilege

Reminder of Community Discussion Cultures:

1. Strive for intellectual humility. Be willing to grapple with challenging ideas.
2. Differentiate between opinion - which everyone has - and informed knowledge, which comes from sustained experience, study, and practice. Hold your opinions lightly and with humility.
3. Let go of personal anecdotal evidence and look at broader group-level patterns.
4. Notice your own defensive reactions and attempt to use these reactions as entry points for gaining deeper self-knowledge, rather than as a rationale for closing off.
5. Recognize how your own social positionality (e.g., race, class, gender, sexuality, ability) informs your perspectives and reactions to the speaker/topic
6. Differentiate between safety and comfort. Accept discomfort as necessary for social justice growth.
7. Identify where your learning edge is and push it. For example, whenever you think "I already know this," ask yourself, "How can I take this deeper?" or "How am I applying in practice what I already know?"
8. WAIT - Why am I talking? Why am I not talking?

2. Making decisions as a group

Short consensus:
May be easier to submit separate pod deliverables, but keep model of leaders working across pods, both groups start off with same draft

Like consensus model. But may also need some sort of anonymous system to give feedback, it is unclear the nature of decisions we'll be making but people may feel uncomfortable stating their opinion in the group discussion. Can potentially use Poll Everywhere as a tool for this.

Turn in separately for the URGE submission date, but form pod drafts together and make sure that action items are coherent. All four pod leaders meet together to draft deliverables during the second week, present the same draft back to both pods

Stage 1: Introduce and clarify the issue
Share background information. Work out the remit of the discussion - i.e. what questions do you need to decide about now?

Stage 2: Open out the discussion
Make space for everyone to share their needs and opinions before launching into trying to solve the problem. If ideas come up already, you could hear them briefly, then park them for the next stage.

Stage 3: Explore ideas in a broad discussion
Come up with lots of different ways forward. Explore the pros and cons of different options. Identify key concerns, needs and objectives.

Stage 4: Form a proposal
Look for a solution that meets everyone's most important needs. This might involve weaving together elements of different ideas.

Stage 5: Amend the proposal
Look for changes that will make the proposal even stronger.

Stage 6: Test for agreement
Clearly state the proposal and check whether there is real agreement. Starting by asking for who is against the proposal makes it easier for people to voice their concerns. E.g.:
> Any **blocks**?
> Any **stand-asides**?
> Any **reservations**?
> Do we have **consensus**?

If you have a block, or too many stand-asides you will need to go back a stage, and amend the proposal further, or create a new one.

Stage 7: Work out how to implement the decision
Work out what needs to happen, by when, and who will do it!

https://www.seedsforchange.org.uk/shortconsensus
Figure out a timeline to reach consensus, in order to maximize meeting time

GAIN - voting process (Andrew to provide link)

3. Pod member roles and responsibilities

- Discussion leader: drafts deliverables with discussion leaders from other pod sometime between the interview (Monday 2nd week) and the pod meeting (Friday).
- Note taker
- Discussion facilitator
- Contact with faculty
- Drafting deliverables
- Submitting deliverables to URGE
- Communicating deliverables to admin
- Sending out readings, weekly reminder of tasks
- Reconcile both drafts: comment period? Voting?

Organizers (Annika, Emma, Becca, Cassie) wil take on responsibility for the majority of logistics. Rotate who is note-taker, discussion leaders and deliverable draft coordinators, facilitator.