VIMS/W&M URGE POD
DELIVERABLE #1: POD GUIDELINES

POD-WIDE NOTES

Podlet Ground Rules
- Ground rules were set for each "podlet" of 9 to 11 URGE participants by the members of that team.
- All encourage free sharing and discussion within team meetings, but default to discussion confidentially.
- All podlets have at least one member who is a William & Mary "responsible employee". These are members of the W&M community (faculty, supervisors, and managers) who are required to report all incidents of discrimination, harassment, or retaliation of which they become aware. Sexual misconduct is a form of harassment, but has special reporting obligations. All pod members should be aware of this: as in any other context, if someone chooses to disclose a personal example of, *e.g.*, discrimination, it may need to be reported under federal law. Feel free to discuss further in individual podlets, or with those identified as "responsible employees". For more information, please see: https://www.wm.edu/offices/compliance/university-compliance-requirement/mandatory_reporting/other_discrimination_reporting/index.php.

Pod Member Roles & Responsibilities
- *Meeting Schedule:* Podlets were organized by meeting schedule. They will meet virtually bi-weekly, at the following times (all times Eastern):
  - Team James: Fridays, 9-10am
  - Team Potomac: Fridays, 11am-noon
  - Team Rappahannock: Wednesdays, 4-5pm
  - Team Susquehanna: Wednesdays, 6-7pm
  - Team York: Tuesdays, 2-3pm
- *Deliverable Submission:* VIMS/W&M Pod Leader Christopher Hein will upload deliverables from all VIMS-W&M podlets to the URGE website.
- *Organization/Institution Leadership Meetings:* VIMS/W&M Pod Leader Christopher Hein will schedule meetings with organization/institution leadership on behalf of the VIMS-W&M podlets.

VIMS/W&M TEAM JAMES

Podlet Ground Rules

- Listen actively -- respect others when they are talking. Make space for others in the group to talk. Watch out for "raised hands" in the Zoom meeting.
- 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, and refrain from personal attacks -- focus on ideas and problems rather than people.
- Participate to the fullest of your ability; community growth depends on inclusion of every individual voice.
- Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience. Use "and" statements as much as possible.
- The goal is not to always agree -- it is to gain a deeper understanding.
- Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!). Be mindful of the body language of others too. Check in with others if they seem uncomfortable.
- Assume everyone's good intentions and also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
- All stories and personal backgrounds/identities 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. Maintain individual confidentiality while sharing idea generation and deliverables.
- Everyone's voice in the group is equally important. Recognize the power dynamic and leave the hierarchy at the door.

Group Decision Making

- The podlet will make decisions through group consensus while acknowledging different viewpoints.
- Our final deliverables may include points of disagreement if needed to reflect our group's full point of view.
- This is a living document that may be edited in response to the development of specific deliverables.

Pod Member Roles & Responsibilities

- *Meeting Schedule:* Team James will meet every other Friday (January 29, February 12, February 26, March 12, March 26, April 9, April 23, May 7) from 9:00-10:00 am over Zoom.
- *Meeting Attendance:* In the Team James Google Drive, there is a document titled "Team James Attendance Sheet" where Kiera will record attendance at the biweekly discussion meetings.
- *Note Taking:* Individuals can create Google documents in the share drive if they wish for group note taking. Otherwise, notes will be recorded in the deliverables.
- *Supplemental Articles/Materials:* group co-leaders and team member in charge of the deliverables for that week will read supplemental material as needed.
- *Drafting of Deliverables:* podlet members will rotate who is responsible for leading development of the group deliverables each week. In the Team James Google Drive, there is a document titled "Team James Attendance Sheet" with each team member listed on the week that they are responsible for deliverables.

VIMS/W&M TEAM POTOMAC

Podlet Ground Rules

- Listen actively -- respect others when they are talking and use the handwaving gesture in zoom to talk.
- 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.
- Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
- The goal is not to always agree -- it is to gain a deeper understanding.
- Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
- 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.
- Relay what we learn as a group without names from the pod.
- Willingness to be honest and forthcoming with each other and others in the group. Including admitting to uncomfortable thoughts/behaviors.

Group Decision Making

- The podlet will make decisions through group consensus while acknowledging different viewpoints.
- Resorting to voting on issues as an add-needed basis.
- Our final deliverables may include points of disagreement if needed to reflect our group's full point of view.
- This is a living document that may be edited in response to the development of specific deliverables.

Pod Member Roles & Responsibilities

- *Meeting Schedule:* Team Potomac will meet every other Friday (January 29, February 12, February 26, March 12, March 26, April 9, April 23, May 7) from 11:00am-12:00 pm over Zoom.
- *Meeting Attendance:* In the Team Potomac Google Drive, there is a document titled "Potomac URGE Attendance Sheet" where Franco will record attendance at the biweekly discussion meetings.
- *Note Taking:* Individuals can create Google documents in the share drive if they wish for group note taking. Otherwise, notes will be recorded in the deliverables each meeting with a rotating resignation.
- *Supplemental Articles/Materials:* group co-leaders and team member in charge of the deliverables for that week will read supplemental material as needed.
- *Drafting of Deliverables:* podlet members will rotate who is responsible for leading development of the group deliverables each week. In the Team James Google Drive, there is a document titled "Team James Attendance Sheet" with each team member listed on the week that they are responsible for deliverables.

VIMS/W&M Team Rappahannock

Podlet Ground Rules: t*hese are the Ground Rules created by Rappahannock podlet members to be adhered by for the entirety of the URGE course and podlet discussions:*

- We will maintain confidentiality - everything said in the Rappahannock podlet discussion needs to stay within the group*
    - o *several members of our group are trained mandatory reporters, so should something come up they will need to report it. Please keep that in mind
- We are all equals - we come from different traditional hierarchical positions (e.g. faculty, staff, student), but here we are just individuals helping each other unlearn racism
- We will actively listen to one another and use positive affirmations (e.g. nodding our heads, using the emoticons through Zoom, etc.) where possible to help make our group an encouraging and safe environment
- We will participate at whatever level we as individuals are comfortable with - be mindful of dominating the conversation and give everyone a chance to participate. Challenge yourself to speak up and participate as much as possible though
- We will be receptive to giving and receiving feedback - we are all here with good intentions but ideas and sentiments may not initially be articulated how we intended, or we may not yet be aware of how we might be incorrect in our understanding. This is how we learn and grow!
- We all will come to the meetings prepared (i.e. completed the readings and attended the URGE-wide seminars)

Group Decision Making: Our decision-making process will ideally follow a group consensus, but acknowledge the limited time that we have and that coming to a complete consensus can take longer than expected. In that respect, we aim to reflect and encompass as many of the different viewpoints expressed in our group as possible within our decisions and deliverables.

Pod Member Roles & Responsibilities: The Rappahannock podlet will be organized and administered by Liz Canuel and Annie Schatz, but we aim to share the weekly responsibilities of being discussion and deliverable leaders via a voluntary structure. Group members may sign up for either or both rolls each week in the shared Google Form. Whenever needed, Liz and Annie will fill those rolls.

VIMS/W&M Team Susquehanna

Podlet Ground Rules

- Listen actively - waiting until someone is finished expressing their opinion before responding. Agree as a group to put away distractions while in our hour together. Remember to engage fully to the other person before you respond. Assuming best intent.
- Speak from your own experience - Use our lived experience to add to the conversation, not stereotyping, and not putting our own words in other's mouths. Using the word "I" instead of the word "you" while speaking about a personal experience. We are not sharing someone else's story especially if you don't have permission to share it - it is not yours to tell.
- No yelling, don't get "heated"; assume best intent. We all want to learn and understand that the other person does not have a "wrong" way of looking at something. Challenge the ideas and not the person. If conversation is "heated", give reminder that we have guidelines for expression.
- Ensure that everyone's voice is heard. At the end of the conversation, make sure all voices are heard. "Has everybody expressed their opinion?"
- Maintaining confidentiality. Trust within the group to freely express thoughts. Safety.

Group Decision Making: Group consensus - we can work out differences during the discussion process. Continue to discuss until we get to a consensus. This will reflect well on what we are trying to do to make policy and structural change. It's important that all voices are heard and not just the majority.

VIMS/W&M TEAM YORK

Podlet 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.
- Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
- The goal is not to always agree -- it is to gain a deeper understanding.
- Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
- 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.
- Facilitation: have group facilitator call on others to speak to prevent overspeak. Raise hands
- Make an effort to acknowledge connections among group members

Group Decision Making: 100% consensus, 51% majority? (https://www.seedsforchange.org.uk/shortconsensus)
- Note: "This will be relevant during the formation of deliverables, reporting back to the larger URGE group on activities"

Pod Member Roles & Responsibilities
- *Sign-up information:* (internal link) (Please mark x for your meeting attendance)
- *Co-lead expectations:* reminder emails and updates, connecting with Chris Hein, assisting meeting facilitators as needed, leading group decisions, monitoring time
- *Facilitation expectations:* develop questions for discussion, facilitate paper questions, develop meeting agenda (with co-lead assistance, as needed)
- *Note taker expectations:* recap notes and draft deliverable