

Wash U EPSc pod guidelines

Ground rules:

1. Listen actively -- respect others when they are talking.
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 Zoom!)
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.
10. We are all learning, and may make mistakes in the language we use -- we will approach each other's mistakes without judgement, help each other learn, and accept corrections openly and in good faith.

Group decision making policy:

Group decisions will be made based on consensus (see <https://www.seedsforchange.org.uk/shortconsensus>). If any group member expresses disagreement and wants further conversation, we will take the time to resolve any differences and reach a synthesis of opinion. For each decision, we will count thumbs up/side/down, with up indicating agreement, side indicating acceptance albeit without enthusiasm, and down indicating a desire for further discussion before proceeding. If there are any thumbs down, we'll keep discussing and modifying our plan until consensus is reached.

Who does what?

1. Schedule meetings: Hannah, Chhavi, Kärt

2. Take attendance (important for accountability) and take notes as needed, especially in discussions of deliverables: notetaker (anyone can sign up)
3. Upload deliverables to the URGE website: Hannah
4. Schedule meetings with organization/institution leadership (Week X): group will decide on how to approach department chair and what to say, pod leaders will send emails and set up meeting times.
5. Read supplemental articles/materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own): discussion leader(s)
6. Draft deliverables and share with pod for review/edits/discussion at the pod meetings: discussion leader(s), with help from pod leaders if they want it.

These guidelines were agreed to by pod members at our meeting on 27 January, 2021.