Guidelines for URGEoscience pod
Finalized on February 1, 2021

The Washington and Lee University Geology Department URGE pod consists of four full-time tenure-track faculty and two staff members, all committed to URGE's mission of improving diversity, inclusion, and equity in the geosciences. We have discussed and agreed upon the following ground rules to guide our discussions, with an aim of nurturing an open and constructive environment within which to explore these issues.

Ground rules[1]
1. Listen actively and respect others when they talk.
2. Speak from your own experience instead of generalizing (e.g., "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. We need full participation so this truly represents a group effort.
5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
6. Remember that the goal is deeper understanding rather than total agreement.
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. Be mindful that our goal is to improve our understanding and outcomes, rather than justify, excuse, or focus on our previous actions.
11. No need to apologize for how long you talk!

Decision-making
      Our departmental practice is to work toward consensus on decisions. Each pod member will articulate how and why they feel a certain way, or that a certain decision should be made, so everyone can take into consideration each person's perspective. If we encounter a situation

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[1] Many of these guidelines were adapted from the sample from the URGE program and these sources:
http://www.edchange.org/multicultural/activities/groundrules.html and
https://www.mnys.org/assets/1/6/ground_rules_-_arc_discussion.pdf

in which we cannot reach consensus, we will collectively decide out how best to move forward in the context of that issue.

<u>Responsibilities</u>

The URGE program identifies the following regular pod responsibilities. In our pod, the pod leader and the administrative assistant will be responsible for items 1-5 and 7, with 6 being supported by contributions from all.

Regular tasks:
1. Schedule meetings
2. Take attendance (important for accountability)
3. Take notes as needed, especially in discussions of deliverables
4. Upload deliverables to the URGE website
5. Schedule meetings with organization/institution leadership
6. 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.)
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings