

Woods Hole Interdisciplinary Pod

URGE 2021

Deliverable 1: Group Norms

Leader: Maggie Johnson

Members: Eily Allan, Peter Barry, Dave Bekaert, Anya Brown, Pablo Canales, Sherly Castro, Andy Cross, Mike Fox, Danielle Ramos, Alan Seltzer, Shannon Valley, Seth Zippel

Meetings: Every other Tuesday, Week 2 of Session, 6:30-7:30 via Zoom

Our approach to URGE:

Zoom meetings will be held every other week (week 2 of Session) to discuss readings, interviews or other live events, and deliverables. Each member of the pod has signed up to lead or co-lead a Session. The Session leader will facilitate group discussion on the reading and will lead completion of that Session's deliverable. Deliverables will be discussed in the first week of each Session by leaders only (or the whole group when necessary) and readings and other topics in the second week. This should allow enough time to complete deliverables with the input and final approval of all pod members.

Suggestions for changing the structure of pod meetings or our approach to Session topics are welcome, and the pod will adjust throughout the 16-week program when necessary to facilitate productive conversations. Recommendations can be sent to the pod leader or all members and the group will discuss at the subsequent meeting.

Information sharing:

The pod has a shared google folder where all information for sessions and deliverables will be maintained. A spreadsheet that contains the schedule of session leaders and pod member contact information can be accessed in this folder and edited by all pod members.

Member roles:

All communications among pod members will occur through email, google documents, and virtual zoom discussions. The pod leader will keep google drive folder up to date with session curriculum and relevant information, and will be responsible for communicating Session schedules. Each member will either lead or co-lead one of the Sessions, with the responsibility of ensuring the deliverables are completed by the deadline. All members will contribute to this workload. Notes will be taken at every meeting, and this role will be filled by a different member each time. Notes on discussions will not contain personal information or specifics of conversations, in an effort to ensure confidentiality of all meetings.

Pod member concerns:

Pod members are encouraged to convey concerns about anything pod-related or recommendations for improvements to the pod leader via email or phone. Alternatively, pod members may convey information to another trusted member if they do not feel comfortable discussing with the pod leader.

Decision making:

Pod decisions will be made through group discussion and consensus, and where necessary through email. If necessary, an anonymous poll will be constructed to seek member input.

Pod ground rules:

All pod members recognize that the topics discussed in our meetings may be difficult to approach and sensitive by nature. To facilitate open and honest communication, all members have agreed that discussions and comments made during meetings will be held in strict confidence.

1. **Judgement free zone** -- we will be discussing sensitive topics with participants being able to express their opinions and thoughts without fear of judgment.
2. **Listen actively** and speak respectfully
3. Our goal is to have informative and enlightening discussions, and as such we may not always agree. The goal is not always to agree, but to be open to new perspectives.
4. **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.
5. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.