Middlebury College URGE Pod - Ground Rules

1. 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 deeper understanding
   - Contribute to pod deliverables and speak up (anonymously if you prefer) if you do not agree with something being codified
   - 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
   - Offer “first draft sentences” - share your thoughts and trust the group to help you grow, rather than resorting to protective passivity
   - Maintain confidentiality. What’s said here stays here, what’s learned here leaves here. Please keep discussions private unless explicit permission is given by the person sharing a story that it can be shared in another setting

2. Decision Making Plan
   - The rough outlines of each deliverable will be posted before the first meeting of the Session (2 week period).
   - Participants will consider the deliverables and contribute to them.
   - Deliverables will be discussed during the second meeting of the Session (after the first meeting - which will be discussion).
   - After policies are discussed we will have a 24h “thinking” or “reflection” period in which participants will independently consider the deliverables/decisions. If participants have additional suggestions they can add them anonymously to the google doc.
   - Before 12p ET on the second Friday of the session, pod participants will fill out an anonymous form to approve the deliverable(s). Approval will be by consensus.

3. Pod Member Roles and Responsibilities
   - Roles for the upcoming Session will be determined at the close of the previous week’s Session and listed in the google spreadsheet on the drive.
   - All participants will take responsibility for reviewing and editing pod deliverables and voting on their acceptance prior to 12p ET on the second Friday of each session.
   - The pod leader will take responsibility for assessing the deliverables polls and uploading materials to URGE.