

Lamont URGE Deliverable 1:

Pod Guidelines and Group Norms

1. Ground Rules and Discussion Guidelines

1. Listen actively -- respect others when they are talking. Listen to understand not to react.
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. At the same time we should all acknowledge differences in position—both academically (student, postdoc, faculty, staff) as well as gender and race—that may influence what people feel comfortable talking about or sharing.
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. Feel free to tell personal stories and experiences—but please keep it anonymous.
11. Don't put people on the spot and don't ask people of color to speak for everyone.
12. Step forward, step back.
13. Give people the benefit of the doubt—it's okay to make mistakes, to not know something, and to ask questions.
14. Stay focused on racism and race, not other isms (e.g., sexism, nationalism), while leaving space for discussion of intersectionality.
15. This meeting is not being recorded and please keep things mentioned in the main pod or your podlet within the group to create a safe (and brave) space for everyone.
16. Use WAIT - ask yourself **Why Am I Talking?**
17. "Oops, ouch": Part of having these conversations is messing up. (In diversity work, this is inevitable, no matter how experienced you are.) If you say something that is hurtful or problematic and you realize it, you can say "oops" to acknowledge it and then try again. Alternatively, if someone else said something harmful or problematic then you can say "ouch," which lets everyone know that there's something that needs to be discussed further. The specific words "oops" and "ouch" aren't necessarily used all that often, but the idea gives people a way to bring these things up.

2. Making Decisions as a Group

- Podlets will bold or highlight points that they feel strongly about / want included in the deliverable.
 - At the beginning of the Friday meeting, review Wednesday's meeting's main points and discuss any issues or disagreements that arise.
- Organizers will format and finalize deliverable on Friday afternoons 4:30-5:00 EST
 - If anyone (organizer or participant) sees something that strikes them as a red flag/inappropriate to include in the deliverable please flag it in red highlighter.

3. Pod member roles and responsibilities

Organizational Team

- The team of ~8 people, ~4 on Wednesday and ~4 on Friday, will act to guide the discussions
- We will email everyone on the second Monday with the paper, the link to the zoom registration, and any other information needed to get everyone on the same page for that session
- We will also post relevant information on the Slack channel
- We will always keep a student-only breakout room available

Participants

- We will commit to doing all of the work to enrich discussion and make working on the deliverables more productive and active
- We will volunteer to take notes and present at least once throughout the session and solidify deliverables
- We can volunteer to help organizational team finalize deliverables at the end of each session