UBURGE DELIVERABLE 1: POD GUIDELINES AND AGREEMENT

1. **Ground Rules**
   a. This is a safe space: We all come from different backgrounds and experiences. We agree to be respectful of others' experiences and thoughts. Learn from one another, don't be patronizing, and be willing to share in a meaningful way.
   b. Listen actively and attentively: Be present and engaged in the conversation. Use the Stack system to ensure everyone has the opportunity to speak.
   c. Be open to being challenged and receptive to feedback and critique from others. This is a chance for us to learn from each other and grow.
   d. Speak from the first-person perspective (use 'I' rather than 'you,' or 'they') to avoid pointed remarks.
   e. Please be present and engaged: Actively participate, ask questions, attend all meetings, and please inform someone if you cannot make the meeting.
   f. Be conscious of negative body language (such as shaking your head), even over Zoom. Please keep your camera on - as able - to be present in group discussions.
   g. Maintain confidentiality - group discussions remain within the group. This is a space where everyone should feel comfortable to speak freely and openly.
   h. Use authors' names when discussing their work. This allows us to recognize the work of these researchers.

2. **Decision Making**
   a. Decisions may not always be unanimous - in cases such as these, we will go with a simple majority vote (51%)

3. **Roles and responsibilities**
   a. Caleb Walcott is the organizer of this asynchronous pod and is responsible for communicating with URGE leadership, submitting URGE deliverables, and on-hand to assist discussion leaders.
   b. Each UBURGE pod member will sign up to co-lead two sessions throughout the semester. Co-leaders are responsible for:
      i. Posting updates and reminders on Google Drive and Slack as well as sending out the required readings and interview links via email.
      ii. Preparing discussion questions based the bi-weekly readings and interviews
      iii. Inviting faculty to participate in meetings as necessary
      iv. Sharing pertinent information from supplemental readings
      v. Creating a rough draft of the URGE deliverable before the meeting
      vi. Compiling information and feedback from the pod and creating the URGE deliverable
      vii. Sending the deliverable out for review and incorporating edits
      viii. Communicating with university administration as necessary
      ix. Posting the final deliverable on Google Drive for Caleb to send to URGE leadership
   c. Note-takers will record notes and attendance from each meeting and post these to Google Drive after the meetings.

The tentative schedule for co-leaders is as follows:

Week	Meeting date	Topic	Deliverable	Deliverable ready	co-lead	co-lead	co-lead	notetaker
1	2/4/22	Introductions						
2	2/11/22	Session 1: Racism and Definitions	Group Norms and Pod Agreements	2/25/22	Caleb	Kurt		Meredith
3	2/18/22	-						
4	2/25/22	Session 2: Racism and individuals	Policy for Dealing with Complaints	3/11/22	Karlee	Jess		Devon
5	3/4/22	-						
6	3/11/22	Session 3: Racism and history	Statistical Analyses of Program and	4/1/22	Harlie	Liza	Courtney	Karlee
7	3/18/22	Session 4: Racism and Justice	Policies for Working with	4/1/22	Caleb	Devon	Donglai	Liza
8	3/25/22	-						
9	4/1/22	Session 5: Racism and Accessibility	Admissions and Hiring Policies	4/15/22	Kurt	Meredith	Fiona	Harlie
10	4/8/22	-						
11	4/15/22	Session 6: Racism and Inclusivity	Lab and Field Code of Conduct	4/29/22	Meredith	Karlee	Donglai	Fiona
12	4/22/22	-						
13	4/29/22	Session 7: Racism and Self Care	Asset Map of Resources to Combat	5/13/22	Liza	Fiona	Courtney	Donglai
14	5/6/22	-						
15	5/13/22	Session 8: Racism and Accountability	Policy Booklet with Summary	5/27/22 (correspond	Harlie	Devon		Caleb

4. **Signed agreement**

We, the undersigned members of the UBURGE pod agree to the above guidelines:

Caleb Walcott   2/23/22
Kurt Lindberg   2/23/22
Jessica Mejia   2/24/22

Courtney Shafer	**2/24/22**
Donglai Yang	**2/24/22**
Devon Gorbey	**2/25/22**
Fiona Ellsworth	**2/25/22**
Meredith Cole	**2/25/22**
Harleena Franklin	**2/25/22**
Liza Wilson	**2/28/22**