

Caltech CCID Conversation Guidelines

- **Recognize:** We recognize that we must strive to overcome historical and divisive biases, such as anti-blackness, racism and sexism, in our society.
- **Acknowledge:** We acknowledge that we are all systematically taught misinformation about our own group(s) and about members of other groups. This is true for everyone, regardless of our group(s).
- **No Blame:** We agree not to blame ourselves or others for the misinformation we have learned, but to accept responsibility for not repeating misinformation after we have learned otherwise.
- **Calling-in vs Calling-out:** Both approaches are valid and can be done with care and respect, with the goal of helping each other learn. We acknowledge that we may be at different stages of learning on the content and discussion topic.
- **Individual Experience:** We agree that no one should be required or expected to speak for their whole race or gender. We can't, even if we wanted to.
- **Make Mistakes:** We all make mistakes and have bad days; when these occur, let's challenge and encourage each other to do better. We acknowledge once again that we may be at different stages of learning on the topic.
- **Make Space & Take Space:** Share responsibility for including all voices in the discussion. If you have a tendency to dominate discussions, take a step back and help the group invite others to speak. If you tend to stay quiet, challenge yourself to share ideas so others can learn from you. If you are exceedingly quiet, do expect that the facilitator will call on you in meetings to participate. Make sure everyone gets a chance to speak; assigning a time keeper may be a good idea. Allow people to "pass" on questions they aren't ready to answer.
- **Listen to Understand & Learn Together:** Everyone in the group is here to learn. We also recognize that everyone has an opinion. Opinions, however, are not the same as informed knowledge backed up by research. Depending on the topic and context, both are valid to share but it's important to know the difference. To engage in deep learning, we will want to lean more toward informed knowledge and gain practice reflecting and speaking thoughtfully on difficult topics. Avoid the need to "teach" anyone in the group. Speak from "I" e.g., I feel uncomfortable when... I don't understand this concept... etc.
- **Ask for help:** It's okay not to know. Keep in mind that we are all still learning and are bound to make mistakes when approaching a complex task or exploring new ideas. Be open to changing your mind, and make space for others to do so as well. Write down questions that come up and have each person volunteer to find a few answers for the next meet up.

These CCID guidelines adapted from Iowa State University
<https://instr.iastate.libguides.com/c.php?g=869437&p=6240385>