**2023 30th Institute on Teaching & Mentoring**

Program Planning Committee Meeting: Friday, March 31, 2023, *and*

Saturday, April 1, 2023

Link to documents:<https://www.sreb.org/2023-institute-planning-meeting-documents>

 **AGENDA**

**FRIDAY**

12:00 p.m. Introduction, Welcomes ALL

12:05 p.m. Overview of 2022 Institute Ansley

12:10 p.m. Overall Institute Budget Veda

Overview of Preliminary Preparations Handouts for 2023 Institute Ansley/Veronica Discussions of 2022 Sessions to be Repeated/Deleted/Changed in ALL

 Discussions of 2023 Proposals to be Accepted/ Rejected/Changed/Tabled ALL

 Discussions of Possible NEW Sessions and *Faculty Sessions* for 2023 ALL

 Ideas/Poster Sessions/ Innovation/Publication Ideas/Paperless Agenda ALL

1:30 p.m. **Lunch**

2:00 p.m. Discussions for 2023 Sessions ALL

3:00 p.m. **Break**

3:15 p.m. Discussion Regarding Speakers ALL

4:00 p.m. Discussions for 2023 Plenary Speakers ALL

\_\_\_\_ Friday Morning Opening: *Faculty Member*

 \_\_\_\_ Friday Noon: *Plenary I Luncheon*

 \_\_\_\_ Saturday Morning: *Plenary II*

 \_\_\_\_ Sunday Morning: *Plenary III*

 \_\_\_\_ Sunday Morning: *Closing/Brunch*

5:00 p.m. **Break**

5:10 p.m. Finalization of Speaker selection and sessions ALL

 Review of Discussions and Selection of Sessions and Speakers ALL

6:00 p.m. **Friday Adjournment**

**SATURDAY**

9:00 a.m. Friday Meeting Recap

9:15 a.m. Other Institute Business (new registration system, recruiter changes) ALL

 Event Coordinator Position Update

 Adding New Committee Members

 30th Institute Celebration Event

10:30 a.m. **Break**

10:45 a.m. Summary of Final Assignments and Deadlines Ansley/Bob/Ken/Emorcia

 **and** issues/updates relating to Recruiters

11:00 a.m. **Saturday Adjournment**