**2024 31st Institute on Teaching & Mentoring**

**Program Planning Committee Meeting: Tuesday, March 19 and Friday, April 5, 2024**

Link to documents:

**AGENDA**

**TUESDAY, MARCH 19**

10:00 a.m. Introduction, Welcomes ALL

10:15 a.m. Overview of 2023 Institute                                 Ansley/Robert

10:30 a.m. Overall Institute Budget Veda

Other Institute Business ALL

11:00 a.m. Discussions for 2024 Plenary Speakers                              ALL

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

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

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

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

12:00 p.m. **Lunch**

1:00 p.m. Discussions for 2024 Sessions                                 ALL

Overview of Preliminary Preparations Handouts for 2024 Institute  Ansley/Robert

Discussions of 2023 Sessions to be Repeated/Deleted/Changed ALL

Discussions of 2024 Proposals to be Accepted/ Rejected/Changed/Tabled ALL

Discussions of Possible NEW Sessions and *Faculty Sessions* for 2024 ALL

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

3:00 p.m. **Adjournment**

**FRIDAY, APRIL 5**

10:00 a.m. Previous Meeting Recap  Ansley/Robert

10:15 a.m. Discussion Regarding Speakers                                 ALL

11:00 a.m. Review of Discussions and Selection of Sessions and Speakers ALL

12:00 p.m. **Lunch**

1:00 p.m. Finalization of Speaker selection and sessions                 ALL

2:00 p.m. Summary of Final Assignments and Deadlines      Ansley/Robert

andissues/updates relating to Recruiters

3:00 p.m. **Adjournment**