



M E M O R A N D U M

To: Members of the Academic Board
From: Mae-Yu Tan, Secretary
Date: November 10, 2011
Re: **Academic Board Meeting - Thursday, November 17, 2011 at 4:10 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Academic Board that will be held on **Thursday, November 17, 2011 in the Council Chamber, Simcoe Hall, room 214, from 4:10 to 6:00 p.m.** If members have questions about any of the regular agenda items, please notify me by 4:00 p.m. on Wednesday, November 16th, so that appropriate information may be obtained.

When reviewing the documentation, please note the inclusion of some **consent agenda items**. These items will be given individual consideration by the Board only if a member so requests. Members with questions or who would like a consent item to be discussed by the Board are asked to notify me at least 24 hours in advance of the meeting. I may be contacted by email (maeyu.tan@utoronto.ca) or by phone (416-978-8794).

(b) Confirmation of Meeting Attendance

Please contact Ms Rena Parsan by phone (416-978-6576) or email (governing.council@utoronto.ca) to indicate whether or not you will be able to attend the meeting, so that we may ensure that quorum will be met.

Thank you.