



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

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MEMORANDUM

To: Members of the Academic Board
From: Cristina Oke, Secretary
Date: September 20, 2004
Re: **Academic Board Meeting - Monday, September 27, 2004 at 4:10 pm**

(a) Agenda Package

Enclosed is the agenda package for the meeting of Academic Board which will be held on **Monday, September 27, 2004 in the Council Chamber, 2nd floor, Simcoe Hall at 4:10 p.m.**

(b) Material previously distributed

Please note that, when distributing documentation for Academic Board meetings, **we do not include the documentation for those members who will have previously received copies** (i.e. members of the Planning and Budget Committee will not receive the items arising from that Committee as those members will have received this documentation with their Planning and Budget agenda package; members of the Committee on Academic Policy and Programs (AP&P) will not receive the items arising from that Committee as those members will have received this documentation with their AP&P agenda package). In such instances, **members are requested to retrieve the relevant documentation for the Academic Board meeting.**

(c) Information about the Academic Board

Enclosed with this mailing is information about the Academic Board. The meeting schedule, membership and Terms of Reference for the Board, as well as the agendas and reports from 1999-2000 onwards are available on the Governing Council website at <http://www.utoronto.ca/govcncl/bac/details/abdetail.htm>.

An organization chart of the Governing Council and its Boards and Committees is available at <http://www.utoronto.ca/govcncl/tgc/2.02.03.pdf>. A schedule of the meetings of Governing Council and its Boards and Committees may be found at <http://www.utoronto.ca/govcncl/gcs/bydob.pdf>.

(d) Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting by contacting me by phone (416-978-8427) or email (c.oke@utoronto.ca).

Thank you.