



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

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MEMORANDUM

To: Members of the Academic Board
From: Cristina Oke, Secretary
Date: November 4, 2004
Re: **Academic Board Meeting – Thursday, November 11, 2004 at 4:10 pm**

(a) Agenda Package

Enclosed is the agenda package for the meeting of Academic Board which will be held on **Thursday, November 11, 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). In such instances, **members are requested to retrieve the relevant documentation for the Academic Board meeting.**

(c) Reception following the meeting

The Vice-President and Provost is hosting a reception for members of the Academic Board in the Main Lounge of the Faculty Club following the meeting. An invitation is included in the agenda package.

(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.