



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

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MEMORANDUM

To: Members of the Academic Board
From: Cristina Oke, Secretary
Date: May 28, 2007
Re: **Academic Board Meeting – Monday, June 4, 2007 at 1:00 pm**

(a) Agenda Package

Enclosed is the agenda package for the meeting of Academic Board that will be held on **MONDAY, June 4, 2007 in the Council Chamber, 2nd floor, Simcoe Hall at 1:00 p.m.** Please note the early start time of the meeting.

(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 P&B agenda package). In such instances, **members are requested to retrieve the relevant documentation for the Academic Board meeting.**

(c) Confirmation of Meeting Attendance

In order to ensure that quorum will be available at the meeting, please confirm your attendance by phone (416-978-6576) or email (governing.council@utoronto.ca).

Thank you.