



MEMORANDUM

To: Members of the Academic Board
From: Mae-Yu Tan, Secretary
Date: January 25, 2010
Re: Academic Board Meeting - **Thursday**, January 28, 2010 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, January 28, 2010 in the Council Chamber, Simcoe Hall, room 214, at 4:10 p.m.** If members have questions on any of the agenda items, please notify me by 12 noon on January 27, 2010, so that appropriate information may be provided.

(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** (e.g. 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) Confirmation of Meeting Attendance

Please contact Ms Kata Skoko 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 can ensure that quorum will be met.

Thank you.