



MEMORANDUM

To: Members of the Academic Board
From: Mae-Yu Tan, Secretary
Date: November 5, 2009
Re: Academic Board Meeting - **Thursday, November 12, 2009 at 3:30 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Academic Board that will be held on **Thursday, November 12, 2009 in the Council Chamber, Simcoe Hall, room 214, at 3:30 p.m.** If members have questions on any of the agenda items, please notify me by 12 noon on November 11, 2009, so that appropriate information may be obtained.

(b) Material previously distributed

Please note that, when distributing documentation for Academic Board meetings, **we do not include the documentation for those members who 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) Information about the Academic Board

The following information is provided for reference and background to your work as a member of the Academic Board in the 2009-10 academic year. If you have any questions, or if you would like further information, please do not hesitate to contact me by email (maeyu.tan@utoronto.ca) or phone (416-978-8794).

1. Membership & Meeting Schedule:

- Schedule of Governing Council meetings for 2009-10
(<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/bydob.pdf>)
- Members of the Academic Board for 2009-10
(<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Boards+and+Committees/Academic+Board/3.01.02.a.pdf>)

2. Procedures:

- Terms of Reference of the Academic Board
(<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Boards+and+Committees/Academic+Board/abtor.pdf>)
- Documentation for Meetings of the Governing Council and its Boards and Committees
(<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Information+Manual/2.04.03.pdf>)
- Agenda and reports of the Academic Board are available online
(<http://www.governingcouncil.utoronto.ca/bac/ab.htm>)

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3. Organization

- Governing Council Organization chart
(<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Information+Manual/2.01.02.pdf>)
- Staff contact list for the Office of the Governing Council
(<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Secretariat/4.01.02.pdf>)

(d) 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 may ensure that quorum will be met.

Thank you.