



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

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MEMORANDUM

To: Members of the Academic Board
From: Cristina Oke, Secretary
Date: December 2, 2004
Re: **Academic Board Meeting – Thursday, December 9, 2004 at 9:00 a.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of Academic Board which will be held on **Thursday, December 9, 2004 in the Council Chamber, 2nd floor, Simcoe Hall at 9:00 a.m.** Please note the 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 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

In order to determine quorum at this meeting, please confirm your attendance by contacting me by phone (416-978-8427) or email (c.oke@utoronto.ca).

Thank you.