



MEMORANDUM

To: Members of the Academic Board
From: Mae-Yu Tan, Secretary
Date: October 4, 2012
Subject: **Academic Board Meeting - Thursday, October 11, 2012 from 4:10 to 6:00 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Academic Board that will be held on **Thursday, October 11, 2012 in the Council Chamber, Simcoe Hall, 2nd floor, 27 King's College Circle, from 4:10 to 6:00 p.m.** If members have questions about any of the agenda items, please notify me by noon on Wednesday, October 10th, so that appropriate information may be obtained.

(b) Information about the Academic Board

Members are encouraged to review the documents listed below that have been included with the meeting documentation. The *Frequently Asked Questions* document will be especially informative for new members of the Board. 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 by phone (416-978-8794).

- **Membership & Meeting Schedule:**
 - [Members of the Academic Board for 2012-2013](#)
 - [Schedule of the Academic Board meetings for 2012-2013](#)
- **Governance Principles:**
 - [Principles of Good Governance](#)
 - [Mandate of Governance](#)
 - [Expectations and Attributes of Governors and Key Principles of Ethical Conduct](#)
- [Terms of Reference of the Academic Board](#)
- [Frequently Asked Questions](#)
- **Organization:**
 - [Governing Council Organization chart](#)
 - [Staff contact list for the Office of the Governing Council](#)

(c) Confirmation of Meeting Attendance

In order to ensure that there will be quorum at the meeting, please contact Ms Rena Parsan by phone (416-978-6576) or email (governing.council@utoronto.ca) to indicate whether you will be able to attend the meeting.

Thank you.

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