



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

Direct Line: (416) 978-8794
Facsimile: (416) 978-8182
E-mail: maeyu.tan@utoronto.ca

MEMORANDUM

To: Members of the Agenda Committee of the Academic Board
From: Mae-Yu Tan, Secretary
Date: October 26, 2007
Re: **Agenda Committee Meeting - Wednesday, October 31, 2007 at 2:00 pm**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Agenda Committee that will be held on **Wednesday, October 31, 2007 in the Falconer Room, Simcoe Hall, room 102, at 2:00 p.m.**

(b) Academic Administrative Appointments

Included in the agenda package is documentation for the academic administrative appointments. If you have any questions concerning this documentation, please contact me (416-978-8794 / maeyu.tan@utoronto.ca) prior to the meeting.

(c) Confirmation of Meeting Attendance

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

Thank you.