



CONFIDENTIAL TO MEMBERS OF THE AGENDA COMMITTEE

MEMORANDUM

To: Members of the Agenda Committee of the Academic Board

From: Mae-Yu Tan, Secretary

Date: January 20, 2009

Re: **Agenda Committee Meeting - Tuesday, January 27, 2009 at 2:00 pm**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Agenda Committee that will be held on **Tuesday, January 27, 2009 in the Forster Room, Simcoe Hall, room 229, at 2:00 p.m.**

(b) Academic Administrative Appointments

Included in the agenda package is confidential 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.