



**MEMORANDUM**

To: Members of the Agenda Committee of the Academic Board  
From: Mae-Yu Tan, Secretary  
Date: April 6, 2010  
Re: **Agenda Committee Meeting - Tuesday, April 13, 2010, from 2:00 – 3:00 p.m.**

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**(a) Agenda Package**

Enclosed is the agenda package for the meeting of the Agenda Committee that will be held on **Tuesday, April 13, 2010 in the Forster Room, Simcoe Hall, room 229, from 2:00 – 3:00 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 by phone (416-978-8794) or by email ([maeyu.tan@utoronto.ca](mailto:maeyu.tan@utoronto.ca)) prior to the meeting.

**(c) Confirmation of Meeting Attendance**

Please contact Ms Kata Skoko by phone (416-978-6576) or email ([governing.council@utoronto.ca](mailto: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.