



CONFIDENTIAL TO MEMBERS OF THE AGENDA COMMITTEE

MEMORANDUM

To: Members of the Agenda Committee of the Academic Board
From: Mae-Yu Tan, Secretary
Date: September 10, 2009
Re: **Agenda Committee Meeting - Thursday, September 17, 2009, from 2:00 – 3:00 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Agenda Committee that will be held on **Thursday, September 17, 2009 in the Forster Room, Simcoe Hall, room 229, from 2:00 – 3:00 p.m.**

Included in the agenda package is the Undergraduate Program Review Audit Committee: Audit Report which will be presented for information to the Committee on Academic Policy and Programs at its meeting on September 15, 2009. Members are asked to review the report in preparation for the Agenda Committee's discussion of this item. Appendix A of the *Policy for Assessment and Review of Academic Programs and Units* states that the Agenda Committee is responsible for identifying any general academic issues raised by the overview of reviews that warrant discussion by the Academic Board.

(b) Information about the Agenda Committee

The following information has been provided for reference and background to the work of the Committee members:

Membership & Meeting Schedule:

- Schedule of Governing Council meetings for 2009-10
- Members of the Agenda Committee for 2009-10

[Terms of Reference of the Agenda Committee](#)

Organization

- Staff contact list for the Office of the Governing Council
- Governing Council Organization chart

(c) 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.

(d) Confirmation of Meeting Attendance

Please contact Ms Kata Skoko by phone (416-978-6576) or email (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.