



Revised

CONFIDENTIAL TO MEMBERS OF THE AGENDA COMMITTEE

MEMORANDUM

To: Members of the Agenda Committee of the Academic Board
From: Mae-Yu Tan, Secretary
Date: December 6, 2010
Re: **Agenda Committee Meeting - Tuesday, December 14, 2010, 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 **Tuesday, December 14, 2010 in the Forster Room, Simcoe Hall, room 229, from 2:00 – 3:00 p.m.**

The 2010-2011 Calendar of Business for the Academic Board has been included in the agenda package under Item 2 – Business Arising from the Report of the Previous Meeting. Members are asked to review the upcoming agenda items for the Board and reflect on possible topics for future education sessions in preparation for the Agenda Committee's discussion of this matter.

(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

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.