



MEMORANDUM

To: Members of the Agenda Committee of the Academic Board
From: Mae-Yu Tan, Secretary
Date: September 21, 2011
Re: **Agenda Committee Meeting - Tuesday, September 27, 2011, from 2:00 – 4:00 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Agenda Committee that will be held on **Tuesday, September 27, 2011 in the Forster Room, Simcoe Hall, room 229, from 2:00 – 4:00 p.m.**

(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:

- Members of the Agenda Committee for 2011-12
- Schedule of Governing Council meetings for 2011-12

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 an academic administrative appointment. 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 Rena Parsan 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.

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