



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Executive Committee

From: Cristina Oke, Committee Secretary

Date: October 10, 2002

Re: **Material for Meeting of October 18, 2002**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Executive Committee which will be held on **Friday October 18, 2002 at 12 noon in the Board Room, 2nd floor, Simcoe Hall**. A light lunch will be provided.

(b) Consent Agenda Items

Three items have been designated as Consent Agenda items for the Executive Committee meeting. This is an efficient way of dealing with approval items that would not normally engender debate. On this agenda, two items for confirmation – the amendments to the Leslie Dan Faculty of Pharmacy constitution and a name change of an OISE/UT department – have been presented as consent agenda items, along with an item for endorsing and forwarding to the Governing Council – a UIIF allocation for the Faculty of Information Studies (See item 9). The motions presented under this heading will be moved and seconded as one motion and will be voted on without introduction or debate. Members who have questions or concerns about these items are asked to contact the sponsor of the item given on the cover sheet before the meeting. After consulting the sponsor, if a member still wishes to have a matter discussed, he or she may so request by notifying me by **5:00 p.m. on Thursday October 17, 2002**.

(c) Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting by contacting me by phone (416-978-8427) or email (c.oke@utoronto.ca).

Thank you.