



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Executive Committee
From: Cristina Oke, Secretary
Date: March 14, 2003
Re: **Executive Committee Meeting – Monday March 24, 2003 at 5:00 pm**

The Agenda package for the Executive Committee meeting is attached.

(a) Report of the Academic Board Meeting of March 20, 2003

The meeting of the Academic Board that was originally scheduled for February 27, 2003 was rescheduled to March 20, 2003. Therefore, the items for confirmation by the Executive Committee or endorsing and forwarding to the Governing Council are subject to the approval of the Academic Board on March 20. The Chair of the Board, Professor Ray Cummins, will report on the Board's deliberations at the Executive Committee meeting.

(b) Note re Documentation

When distributing documentation for Executive Committee meetings, we do not include the appendices to reports for those members who will have previously received copies (i.e. members of the Academic Board will not receive the items and/or appendices to the report of that Board as those members will have received this documentation with their Academic Board agenda packages). In such instances, members are requested to retrieve the relevant documentation for the Executive Committee meeting. The material is also available linked to the agenda for the Executive Committee at <http://www.utoronto.ca/govcncl/bac/details/exdetail.htm>

(c) Confirmation of Meeting Attendance

If you have not already done so, would you please contact me to confirm your attendance at this meeting. I may be reached by voice mail (416-978-8427) or email (c.oke@utoronto.ca).

Thank you.