



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Committee on Academic Policy and Programs

From: Andrew Drummond, Committee Secretary

Date: June 7, 2005

Re: **Material for Meeting of June 14, 2005**

(a) Agenda Package

Attached, please find the agenda package for the meeting of the Executive Committee that will be held on Tuesday, June 14, 2005 at 11:00 a.m. in the Dean's Conference Room (Room 2317), Medical Sciences Building. **Please note the location and the time of the meeting.**

Material will also be available at <http://www.utoronto.ca/govcncl/bac/details/apdetail.htm>.

(b) Preparation for the Meeting

As agreed at the last meeting, each member, in addition to reading the summaries of the reviews of the academic programs and units, is asked to read up to three reviews in detail and be prepared to comment on them. A member of the Committee has been assigned the task of being the 'lead' reader and will be the first called upon to comment; however, each reader should be prepared to comment.

To assist you in this task, you will find attached a chart detailing the reviews you are asked to read, as well as a template prepared by the Provost's Office. If the readers would like to meet prior to the Committee meeting, I have attached for your benefit the contact information for members.

(c) Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting by contacting me by phone (416-978-8794) or email (andrew.drummond@utoronto.ca).

Thank you.