



November 17, 2008

Memorandum to: Members of the Committee on Academic Policy and Programs

Subject: **Meeting of Tuesday, November 25, 2008, at 4:10 p.m.,
Council Chamber, Second Floor, Simcoe Hall**

Attached is your agenda package for the Tuesday, November 25 meeting of the Committee on Academic Policy and Programs, the Committee's first meeting for the 2008-09 academic year.

Agenda and Duration of the Meeting

I write on behalf of Professor Douglas McDougall, the Acting Chair of the Committee, to let you know that it is anticipated that the meeting will be a relatively short one, with only three substantive matters to be considered for approval. Professor McDougall hopes that the Committee will be able to complete its business within one hour.

Orientation Information and Report of the Previous Meeting

You will recall that members received over the summer copies of the Committee's Terms of Reference and a list of frequently asked questions and answers about the work of the Committee. A copy of the Report of the previous meeting (Report Number 136 – May 13, 2008) was also distributed at that time.

The Chair will be commenting briefly on the orientation material and inviting your questions. The Report of the previous meeting is on the agenda for approval. If you did not receive this material, or if you would like another copy, would you please be in touch with Ms Kata Skoko, the Meeting Co-ordinator in the Governing Council Office (governing.council@utoronto.ca, telephone 416-978-6576) and she will be pleased to send you another copy of those documents.

Regrets

So that the Chair can be informed of attendance, would you kindly notify Ms Skoko if you will be unable to attend the November 25 meeting?

Neil Dobbs
Secretary
Committee on Academic Policy
and Programs

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