



May 6, 2008

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

Subject: **Meeting of Tuesday, May 13, 2008, at 4:10 p.m.,  
Council Chamber, Simcoe Hall**

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Attached is your agenda package for the May 13 meeting of the Committee on Academic Policy and Programs.

### **Agenda and Duration of the Meeting**

I write on behalf of Professor Andrea Sass-Kortsak, the Chair of the Committee, to draw to your attention the length and the importance of the agenda. In addition to the Committee's consideration of the reviews of academic units and programs, which normally is the sole item on the agenda of the final meeting, there are five substantive matters to be considered for approval.

While the Committee has this year been very successful in completing its agendas in an expeditious manner, there may well be need to use more than the usual two hours to complete the attached agenda. Professor Sass-Kortsak therefore asks (a) that members be present at 4:10 p.m. to enable the meeting to begin promptly, and (b) that members also be prepared to remain for a half hour or so after 6:00 p.m. if that becomes necessary to complete the Committee's business.

### **Reviews**

You will recall that all members receive the annual summaries of the year's reviews and members of the reading teams also receive the complete reviews for which they are responsible. Binders containing all reviews are also available in the Governing Council Office for members consultation.

### **Regrets**

So that the Chair can be informed of attendance, would you kindly notify the Governing Council Office (telephone number and e-mail address below) if you will be unable to attend the May 13 meeting?

Neil Dobbs  
Secretary  
Committee on Academic Policy  
and Programs

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