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**CONFIDENTIAL TO MEMBERS OF THE AGENDA COMMITTEE**

**M E M O R A N D U M**

To: Members of the Agenda Committee of the Academic Board  
From: Mae-Yu Tan, Secretary  
Date: November 26, 2008  
Re: **Agenda Committee Meeting - Monday, December 1, 2008 at 2:00 pm**

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**(a) Agenda Package**

Enclosed is the agenda package for the meeting of the Agenda Committee that will be held on **Monday, December 1, 2008 in the Forster Room, Simcoe Hall, room 229, at 2:00 p.m.**

**(b) Academic Administrative Appointments**

Included in the agenda package is confidential documentation for the academic administrative appointments. If you have any questions concerning this documentation, please contact me (416-978-8794/[maeyu.tan@utoronto.ca](mailto:maeyu.tan@utoronto.ca)) prior to the meeting.

**(c) Confirmation of Meeting Attendance**

In order to ensure that quorum will be met at the meeting, please confirm your attendance by phone (416-978-6576) or by email ([governing.council@utoronto.ca](mailto:governing.council@utoronto.ca)).

Thank you.