



MEMORANDUM

To: Members of the Academic Board

From: Mae-Yu Tan, Secretary

Date: January 29, 2009

Re: **Academic Board Meeting - Thursday, February 5, 2009 from 4:10 – 5:30 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Academic Board that will be held on **Thursday, February 5, 2009 in the Council Chamber, Simcoe Hall, room 214, from 4:10 – 5:30 p.m.**

(b) Material previously distributed

Please note that, when distributing documentation for Academic Board meetings, **we do not include the documentation for those members who will have previously received copies** (e.g. members of the Planning and Budget Committee will not receive the items arising from that Committee as those members will have received this documentation with their Planning and Budget agenda package). In such instances, **members are requested to retrieve the relevant documentation for the Academic Board meeting.**

(c) Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting by contacting Ms Kata Skoko by phone (416-978-6576) or email (governing.council@utoronto.ca).

Thank you.