



MEMORANDUM

To: Members of the Agenda Committee of the Academic Board
From: Mae-Yu Tan, Secretary
Date: May 28, 2009
Re: **Agenda Committee Meeting - Monday, June 1, 2009 3:30 – 4:00 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Agenda Committee which will be held on **Monday, June 1, 2009 in the Forster Room, Simcoe Hall, room 229, at 3:30 p.m.** immediately prior to the Academic Board meeting.

(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) prior to the meeting.

(c) Confirmation of Meeting Attendance

In order to ensure that quorum will be met at the meeting, please inform Ms Kata Skoko (416-978-6576/governing.council@utoronto.ca) as to whether or not you will be able to attend the meeting.

Thank you.