



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: October 27, 2009
Re: **Agenda Committee Meeting - Tuesday, November 3, 2009, from 2:00 – 3:00 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Agenda Committee that will be held on **Tuesday, November 3, 2009 in the Forster Room, Simcoe Hall, room 229, from 2:00 – 3:00 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) prior to the meeting.

(c) Confirmation of Meeting Attendance

Please contact Ms Kata Skoko by phone (416-978-6576) or email (governing.council@utoronto.ca) to indicate whether or not you will be able to attend the meeting, so that we may ensure that quorum will be met.

Thank you.