



MEMORANDUM

To: Members of the Academic Board
From: Mae-Yu Tan, Secretary
Date: January 20, 2011
Re: **Academic Board Meeting - Thursday, January 27, 2011 at 4:10 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Academic Board that will be held on **Thursday, January 27, 2011 in the Council Chamber, Simcoe Hall, room 214, from 4:10 to 6:30 p.m.** Please note that the meeting is scheduled to end at 6:30 p.m. rather than 6:00 p.m. to ensure that there will be sufficient time for consideration of the full agenda.

If members have questions about any of the agenda items, please notify me by noon on Wednesday, January 26th, so that appropriate information may be obtained.

(b) Confirmation of Meeting Attendance

Please contact Ms Jeanne Preudhomme 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.