## Communication Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Term</th>
<th>Task</th>
<th>Parts of Term/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>April 2016</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/1/2016</td>
<td>Kismet</td>
<td>201650</td>
<td>#310 Senior Citizen Letters. Mail senior citizens instructions and general information for processing courses under the Senior Audit program.</td>
<td></td>
</tr>
<tr>
<td>4/8/2016</td>
<td>Kismet</td>
<td>201650</td>
<td>#060 Instructor Additions and Corrections. Email Scheduling List, Dean's List, and Dept Chair's List request for scheduling info and remind them to make instructor updates.</td>
<td></td>
</tr>
</tbody>
</table>