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## **Spring Data Report 2014**

### **Fall Projects:**

- Designed new recruiting material, flyers, and program information.
- Updated new forms, applications and student checklists.
- Updated program rosters and student information files.

### **Events and Presentations**

- Presented graduate information to current student teachers
- Operated a booth at the Angelo State Teacher Job Fair.
- Manned a space at the Title V informational event at the CJ Davidson Ballroom.
- Presented graduate information at the Annual Graduate Awards and Research Symposium.
- Attended the Graduate Counsel meeting.

### **Daily Activities**

- Helping students by Email, Walk-in, or Telephone (transfers, substitutions, degree evaluations, degree changes, transcripts and course information).
- Answering questions from College of Education staff and professors.
- Working with the COGS who request information about students or transcripts.
- Working with professors, discussing students and degree plans and recruiting ideas

### **Future Projects**

- Developing evening advising sessions at least once a week.
- Creating other ways of recruiting, informing, and updating students about our programs we offer.