

Rosemary Blieszner
Associate Dean, Graduate School
2012-2013

IPGD and New Courses, Certificates, and Degrees

- Consult with faculty on IPGD process, solicit IPGD listings annually, maintain data base
 - Developed proposal for Individual Interdisciplinary PhD and vetted through governance and SCHEV review
 - Consulted on development of degree proposals and vetted through governance review:
 - PhD in Translational Biology, Medicine, and Health
 - MS and PhD in Higher Education
 - MA in Women's and Gender Studies
- Attend department/college planning meetings for existing and new collaborations
- Represent the Graduate School on the Graduate Curriculum Committee
 - Follow up on course, certificate, and degree proposal revisions
 - Maintain data base
- Represent the Graduate School at SCHEV- and SACS-related meetings, Degree Management meetings
- Respond to faculty inquiries, send guidelines, meet with faculty to discuss proposals
- Review and approve special study requests
- Manage untaught course review and catalog deletion process
- Coordinate with University Registrar and representatives
- Serve as liaison for enrollment of VTCSOM students in the Graduate Certificate in Translational Medicine Research and courses; coordinate listing of courses for VTCSOM students in timetable
- Serve as liaison for Graduate Certificate in International Research Abroad and consult on GRAD 5404, Research in International Contexts

Commission on Graduate Studies and Policies

- Member, Degree Requirement Standards Criteria and Academic Policy Committee

English Proficiency / Language Culture Institute

- Coordinate with Don Back/Amanda Johnson and Don McKeon as needed
- Distribute notices about English Placement Test and writing courses to departments each semester
- Respond to inquiries about EPT and writing courses

Graduate Program Faculty

- Consult with Janice Austin on approval of proposed graduate program faculty and additional committee members of graduate advisory committees

Citizen Scholar Engagement Program

- Supervised graduate assistant, Nicole Rishel – portion of assignment for CSE
 - Update web site and application form
 - Plan award ceremony
 - Prepare guidelines for future GAs

VAGEP NSF Grant

- Assisted with and participated in project meetings, 7/16-17/12, 10/4-5/12, 7/9-10/13

Facilitate Graduate School Operations

- Attend Dean and Dean-Staff meetings
- Review and approve course withdrawals and tuition refunds
- Review and approve late adds
- Review and approve course justifications
- Review and approve provisional admissions, unusual admissions situations such as atypical international transcripts and unavailable undergraduate records, unusual transfer course situations
- Review and approve requests to change course grading status, thesis/nonthesis status, change of degree status, exceptions for Plans of Study
- Review and approve enrollment corrections
- Respond to student and faculty inquiries
 - Dealing with unsatisfactory progress and other student problems
 - Qualifications for teaching graduate courses
 - Policies and procedures
 - ETD format requirements, missed ETD submission deadlines
 - DSS eligibility
 - Advise students about advisory chair and committee questions and issues
 - Guest students
- Assist with maintenance of Graduate Catalog
 - Review and update policy statements
 - Review faculty listings
 - Developed new format for Graduate Certificate listings, checked for correct URLs, worked with Robin Panneton to prepare list for submission to SCHEV
- Participate in Graduate Education Week activities
 - Organized CSE awards presentation ceremony, 3/25/13
- Attended "Understanding Ourselves as Diverse Individuals," Francesca Galarraga, 7/11/12
- Attended ISCE workshop on Applied Ethics, 7/19/12
- Developed Conflict of Interest form for Employee/Graduate Students

Represent the Dean or the Graduate School

- Meetings with delegation from Shandong University and COE faculty/administrators, 2/21/13
- Welcome REU students (Bioinformatics) and overview of Grad School, 5/29/13

Instruction

- Instructor for GRAD 5204, Citizen Scholar Seminar, Fall semester

University Service

- Administrative review, Robin Panneton
- University Scholarship and Financial Aid Advisory Committee

Professional Development

- Council of Graduate Schools Annual Meeting, 12/5-8/12
- AdvanceVT Diversity Workshop, 1/15/13