

Rosemary Blieszner
Associate Dean, Graduate School

Annual Report
August 2013-July 2014

Appointments

Alumni Distinguished Professor
50% Associate Dean of the Graduate School
50% Professor of Human Development
Associate Director of the Center for Gerontology
President of the Gerontological Society of America

Graduate School Responsibilities

IPGE and New Courses, Certificates, and Degrees

- Consult with faculty on IPGE process, solicit IPGE listings annually, maintain data base
 - Consulted on development of degree proposals and vetted through governance review:
 - PhD in Translational Biology, Medicine, and Health
 - MS and PhD in Learning Technologies
 - MS in Instructional Design Technology
 - MA in Women's and Gender Studies
- Updated Graduate Certificate Management Process
 - Worked with Robin Panneton to prepare certificate documentation for SCHEV notification, Summer-Fall 2013
 - Worked with GS IT staff and certificate faculty to improve certificate listings in Graduate Catalog, Summer-Fall 2013
- Established summer call for IPGE proposals, due 9/1
- Prepare IPGE pre-approval forms for presentation of degree and certificate modifications to CGSP
- Attend department/college planning meetings for existing and new collaborations
- Represent the Graduate School on the Graduate Curriculum Committee
 - Supervise agenda preparation, attend meetings, review and edit minutes and revisions
 - Follow up on course, certificate, and degree proposal revisions
 - Maintain data base
 - Acknowledge member contributions to deans and department heads
- 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

- Serve as Graduate School liaison to Faculty of Health Sciences Steering Committee

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, David Thornblad – portion of assignment for CSE. David's responsibilities included:
 - Conduct discussion on philosophy of engagement and review draft statements with students in GRAD 5204
 - Update web site and application form
 - Plan recognition ceremony for Graduate Education Week
 - Prepare guidelines for future GAs

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
- Review and approve graduate certificate applications in the dean's absence
- 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
 - Employee-students
- Assist with maintenance of Graduate Catalog
 - Review and update policy statements

- Review and approve faculty listings
- Review and approve graduate certificate updates
- Participate in Graduate Education Week activities
 - Organized CSE awards presentation ceremony, 3/24/14
- Chaired search committee for Associate Dean, Fall, 2013
- Attended presentations by candidates for Director of Communications position, Spring 2014

Represent the Dean or the Graduate School

- Iranian Society Showcase of Culture and Research – welcoming speech, 9/7/13
- SCHEV External Review for TBMH doctoral degree, 10/10/13
- Honorifics Committee, College of Natural Resources and Environment, Spring, 2014
- Search Committee, Associate VP for Research, Spring-Summer, 2014
- NIH Site Visit for TBMH BEST grant, 5/29/14
- Delegation from the Graduate School of Srinakharinwirot University, Thailand, 6/16/14
- University Project Costa Rica, meetings in Costa Rica, 7/26/14-7/31/14 and ongoing at VT

Instruction

- Assisted with GTA Workshop, 8/19/13
- Instructor for GRAD 5204, Citizen Scholar Seminar, Fall 2013

University Service

- Organized monthly CARS-CAGS meetings
 - Developed meeting schedule and college host rotations
 - Invited guest speakers based on CARS-CAGS requests and recommendations

Alumni Relations

- Participated in Graduate School Homecoming Brunch, 10/26/13

Professional Development

- Council of Graduate Schools Annual Meeting, 12/4/13-12/7/13
- AdvanceVT Diversity Workshop, 1/14/14