

Rosemary Blieszner
Associate Dean, Graduate School

Annual Report
August 2014-July 2015

Appointments

Alumni Distinguished Professor
50% Associate Dean of the Graduate School
50% Professor of Human Development
Associate Director of the Center for Gerontology
Past-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 twice a year, maintain data base
 - Consulted on development of degree proposals and vetted through governance review:
 - MA in Data Analysis and Applied Statistics
 - MS and PhD in Learning Technologies (placed on hold by CLAHS)
 - MS in Instructional Design Technology (placed on hold by CLAHS)
 - PhD in Government, Security, and Environmental Policy
- Issue calls IPGE proposals with due dates of 9/1/14 and 2/1/15
 - Coordinated with Rachel Holloway on streamlining the IPGE and IPUGE processes, Fall 2014
- 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: 80 new or revised course, graduate certificate, or degree proposals amounting to 1,558 pages of text
- Represent the Graduate School at SCHEV- and SACS-related meetings, Degree Management meetings
- Respond to faculty inquiries, send guidelines and forms, 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 – policy development and review
 - Continuous enrollment, leave of absence, and in absentia
 - Degree titles on diplomas
 - Termination of unsubscribed graduate certificates
 - Closely related persons serving on doctoral committees

English Proficiency / Language Culture Institute

- Coordinate with Don Back and Amanda Johnson 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

- Supervise graduate assistant, Shelby Ward, on portion of assignment for CSE. GA's responsibilities include:
 - 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
 - Update guidelines for future Gas
- Preside over ceremony for presentation of Citizen Scholar Engagement awards

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 mode, thesis/nonthesis status changes, 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
 - SSDE eligibility

- Advise students about advisory chair and committee questions and issues
- Guest students
- Employee-students – alternative residency plans, COI form
- Assist with review of nominations and selection of Distinguished Graduate Alumni Award recipient, Outstanding Dissertation awardees, and Bouchet Society inductees
- Assist with maintenance of Graduate Catalog
 - Review and update policy statements, insert new policies
 - Review and approve faculty listings
 - Review and approve graduate certificate entries and updates
- Participate in Graduate Education Week activities
 - Organize CSE awards presentation ceremony
- Attended meetings with candidates for the immigration advisor position, October, 2014
- Virginia Council of Graduate Schools meeting,
- Chair Search Committee for Ombudsperson position, January-July, 2015

Represent the Dean or the Graduate School

- University Project Costa Rica project meetings, June, 2014-January, 2015
- Prof. Dr. Carla Locatelli, University of Trento, 10/10/14
- Interview with Robbie Harris, WVTF, on scholarly integrity and research ethics requirement, 2/9/15
- Graduate School representatives, U. Central Florida, 2/11/15
- Engineering graduate program representatives. Technical University of Darmstadt, 3/18/15
- School of Education Director Candidates, April-May, 2015
- Vice President for Research and Innovation Candidates, April, 2015

Instruction

- Assisted with GTA Workshop, 8/18/14 & 2/25/14
- Instructor for GRAD 5204, Citizen Scholar Seminar, Fall 2014

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, 9/30/14

Professional Development

- Council of Graduate Schools Annual Meeting, 12/3/14-12/6/14