

Rosemary Blieszner
Associate Dean, Graduate School

Annual Report
August 2015-July 2016

Appointments

Alumni Distinguished Professor
50% Associate Dean of the Graduate School
40% Assistant Vice Provost for Enrollment and Degree Management
10% Professor of Human Development
Co-chair, Envisioning Virginia Tech - Beyond Boundaries
Chair, Beyond Boundaries Advisory Committee

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:
 - PhD in Security Governance
 - MA in Nonprofit and Nongovernmental Organizational Management
 - MS in Dietetics
 - MA in Chemistry
 - MS & PhD in Neuroscience
 - MS & PhD in Interdisciplinary Water Studies
 - MURP, new 30-cr version
 - MS in Macromolecular Science and Engineering
 - MS in Translational Biology, Medicine, and Health
- Issue call for IPGE proposals with due date of 9/1/15
- 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: 68 new or revised courses, 4 graduate certificates, a degree modification, and 5 degree proposals amounting to 1,781 pages of text
- Represent the Graduate School at SCHEV-related meetings and 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 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
 - Closely related persons serving on doctoral committees
 - Number of repeats permissible for SSDE, etc.
 - Cross-listed courses
 - Qualifications for chairing and serving on graduate advisory committees
 - Survey of need for plagiarism detection software

English Proficiency / Language Culture Institute

- Coordinate with Don Back and Susan Neu 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

- Review and approve 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
- 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
 - Unsatisfactory progress and other student problems
 - Qualifications for teaching graduate courses
 - Policies and procedures
 - ETD format requirements, missed ETD submission deadlines
 - SSDE eligibility

- Advisory committee chair and member questions and issues
- Guest students
- Employee-students – alternative residency plans, COI form
- Sources of assistantship funding
- Consult with Ombudsperson on academic matters
- Assist with review of nominations and selection of Distinguished Graduate Alumni Award recipient and Outstanding Dissertation awardees
- 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
 - Supervise preparation and presentation of certificates
- Virginia Council of Graduate Schools meetings, 9/22-23/15; 12/4/15
- Nominating Committee, Edward A. Bouchet Graduate Honor Society
- Assistance with grant application for developing electronic badges for Council of Graduate School

Represent the Dean or the Graduate School

- Discussion and approval of international MOUs for dual degrees, guest students, and special admission arrangements
- CARS-CAGS meetings
- Meeting with Eric Sharpe (Physics) and Profs. Youngjoon Kwon and Su-Houng Lee (Yonsei U.) concerning MOU for dual-degree program

Instruction

- Instructor for GRAD 5204, Citizen Scholar Seminar, Fall 2015

University Service

- Co-chair, President's Beyond Boundaries visioning initiative
 - Review and approve committee membership, guest speakers
 - Serve on Steering Committee
 - Assist with preparation of report
- Chair, President's Beyond Boundaries Advisory Committee
- Nomination of Dean DePauw for Council of Graduate School's Debra W. Stewart Award for Outstanding Leadership in Graduate Education

Alumni Relations

- Participated in Graduate School Homecoming Brunch, 10/9/15

Professional Development

- Council of Graduate Schools Annual Meeting, 12/2-5/15