

Runstad Department of Real Estate Faculty Meeting
December 4, 2019 12:00 PM – 1:30 PM
Meeting Minutes

Attendees: Sofia Dermisi, Rebecca Walter, Arthur Acolin, Gregg Colburn, Pike Oliver, Pat McCabe, Melissa Best

1. Motion was made by Pike Oliver to approve the 11/6/19 minutes, vote unanimously approved
2. Faculty course buyouts (Rebecca Walter)
 - Rebecca Walter presented a department policy asking faculty for their consideration to adopt
 - Rebecca discussed the policy being presented is consistent with the Department of Construction Management's policy, and it will assist faculty in better planning for grants
 - Feasibility and timing was discussed, as to avoid having to recruit in the summer months
 - Rebecca stated that buyouts needed to be presented at least 6 months prior
 - Motion was made by Pike to approve the course buyout policy, vote unanimously approved
3. Faculty course teaching loads (Rebecca Walter)
 - Tenured faculty are expected to teach 4 classes a year
 - Rebecca will teach 3 classes after she receives tenure (AY 2020-21)
4. Dean Renee Cheng stopped by to discuss the Department Chair process
5. CBE Salary Recovery Policy (Rebecca Walter)
 - The CBE Salary Recovery Policy was discussed by the faculty
6. Undergraduate Minor and Major Updates (Rebecca Walter and Arthur Acolin)
 - Minor Information Session – February 10, 12 pm, GLD 208J
 - Nick Portman is working on a flyer
 - 21 students have declared the minor
7. Affiliate Instructor reappointment vote
 - Faculty had a personnel discussion about current affiliate faculty and course enrollment numbers
 - Faculty discussed cutting all elective courses for AY 20-21 due to small MSRE class
 - Faculty agreed to not vote on affiliates who teach elective courses for AY 2020-21
 - Faculty agreed to cut winter 2020 – RE 598 Sustainable Development & Regional Economics
 - Faculty voted to approve affiliate faculty for AY 2020-21
 - Tim Overland
 - Shannon Affholter
 - Charles Tu
 - Scott Osborne
 - John Fandel
 - Pete Stone
 - Kelli Leith
8. CIP Codes (Rebecca Walter and Arthur Acolin)

- Faculty discussed changing the CIP codes assigned to our courses, Rebecca will explore the process
9. George Rolfe Award Update – Pike Oliver
- Pike discussed the development of the George Rolfe Award is progressing with the help of Al Levine. Students will be sent a survey to nominate a 2nd year student in winter quarter. The first award will be presented at the winter MSRE graduation reception.
10. MSRE Marketing Update (Pike Oliver)
- The digital marketing campaign has started to be developed with ads to be launching in the next couple of weeks, these ads will link to language about WICHE/WRGP tuition rate on our website. The WRGP program allows for students from certain states to pay in state tuition.
 - The digital ads will be targeted on social media and company sites that have 100 or more real estate employees
 - MSRE Information Sessions scheduled for the next 6 months, with a zoom session in spring.
 - Melissa will send out possible dates to faculty
11. MSRE curriculum review status (Sofia Dermisi)
- Sofia has been soliciting for feedback from the industry on how we diversity the MSRE from the Undergraduate program and certificates
 - Sofia will be working on revamping the MSRE curriculum over the holiday break with a different focus
 - Sofia plans to have changes coincide with the Undergraduate Major launch in 2021
 - Gregg Colburn discussed that the content of RE 508 overlaps too much with RE 511, and suggested meeting about RE 508, RE 509, RE 511 and RE 550 in January to align curriculum and sequencing
 - Rebecca suggested that the faculty discuss the graduate real estate electives in a future winter faculty meeting
 - Chair Search Report and Discussion Meeting by Zoom – December 20th, 12 pm