Runstad Department of Real Estate Department Meeting   
October 5, 2021 2:00 PM – 3:00 PM Meeting Minutes

Attendees: Sofia Dermisi, Arthur Acolin, Gregg Colburn, Rebecca Walter, Gordon Louie, Melissa Best

1. Minutes from 6/16/21 Department meeting approved unanimously

2. Chair Update (Sofia Dermisi)

* MSRE Orientation
  + All academic advising was done prior to orientation by Sofia and Gordon
  + Orientation walking tour of SLU/downtown rescheduled due to weather.
  + International District w/ Diane Sugimura scheduled exploring EDI issues
  + Student feedback is positive, scaled back format virtual/in person worked well
* COVID-19
  + Link sent out shows daily cases
  + If a student notifies an instructor, an instructor needs to notify EHS and EHS will follow up with student
  + Sofia will send updated information to all instructors
  + Faculty discussed students mask dropping in class
    - Instructors need to enforce mask wearing
    - Instructors can ask students to leave if they are not wearing their mask properly
* Tenure & Promotion
  + Please send comments to Sofia by October 12th
  + CBE is looking at updating their policies as the UW is doing the same
  + Faculty asked to see final draft and discussed if there will be a vote
  + Sofia will find out intended process
* Cohort Hire
  + Gregg and Sofia are serving on the committee. Add has been out and distributed through various networks
  + Each department needs a committee to vote on relevant candidates who could be part of the department
    - All 6 faculty and staff will serve on department cohort hire committee
* Peer Institutions for Comp Salary Study
  + The department needs to identify peer units in other institutions and faculty salary ranges
  + Study will be used to assess salary differentiation between UW and our peer group
  + Sofia asked Rebecca, who agreed to compile the data for real estate
    - What are the comparable institutions and the different salaries by rank?
    - Rebecca will send spreadsheet to faculty to input institutions with deadline of October 14

2. Undergraduate Programs Update (Arthur Acolin & Gordon Louie)

* Instructor Vote – Mike Vadros
  + Voted unanimously as Affiliate Instructor
* Statistics
  + 6 students have transferred out of real estate major
  + 3 students are not enrolled
  + About 130 major students
  + 88 minor students
* Info Session – October 14th 5 pm
* CM/RE double major – faculty agreed this is a good idea to pursue
  + Faculty discussed if we would lose SCH as a result
    - Consensus was that students who would be interested in this would already be in CM or RE, possibly gain from Engineering

3. Graduate Programs Update (Sofia Dermisi)

* GRE/GMAT for Autumn 2022
  + Faculty agreed to have it “not required”
  + Faculty agreed to add supplemental questions regarding quantitative competency
    - Sofia will prepare to discuss at next meeting for approval
* Deadline moved up to January 15th for both domestic and international applicants (website & Grad forms will be updated)
* Statistics
  + 33 MSRE students
    - 30 across advanced and regular standing
    - 2 GNM students
    - 1 DMSRE – Regensburg student
    - 2 students came from the RE major
    - Several admitted students could not attend due to visa and personal last minute issues. Lost more students in 2 year (regular standing) than 1 year (advanced standing)
* MSRE 5-week check-in
  + Scheduling for last week of October
* Info Session – October 28th 5 pm

4. Independent Studies

* Faculty discussed having stricter policy around independent study, as students seem to try to use it to replace classes and have more remote options
* Faculty discussed moving the deadline up to a quarter before and clarifying with students that independent studies are for a student who has a deep interest in a topic and a faculty member who is available and interested in the same topic

4. Announcements

* Anyone with tech issues please ask students to email [be-help@uw.edu](mailto:be-help@uw.edu)
* Instructor Social October 11th - discussion to move event to virtual due to low RSVP