**Runstad Department of Real Estate Department Meeting   
October 26, 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 10/12/21 Department meeting approved unanimously with removal of zoom link, adding attendance, and including last name of the Associate Dean.

**2. Chair Update (Sofia Dermisi)**

* 1. Student study spaces for on-line courses
* Students can use Gould Court – designated eating space, corner lounge areas on 3rd and 4th floor of Gould, 2 rooms in Gould library which can be reserved, basement lab and second floor of Architecture Hall
  1. Health and well-being link: [**https://wellbeing.uw.edu/**](https://wellbeing.uw.edu/)
  + The chair asked faculty to share with the students the above link and remind them to reach out for help

2.3. MSRE mentor matching

* + Matching is complete after coordination of the chair, academic advisor and chair of the Board’s student’s experience committee
  + The academic advisor will send an introduction email to students and mentors pairs shortly
  + Majority of mentors are board members and others from industry
  + 40 mentors recruited, using 31
  + Will seat students at mentors table at the dinner if they are attending

**3. Operational items (Sofia Dermisi)**

* 1. Faculty discussed proposal for distance learning/hybrid/in-person grad/undergrad curriculum \*(insert pdf)
  + UW Curriculum office does not need to approve hybrid courses.
  + Other departments are including in timeschedule the %hybrid vs. in person
  + Faculty discussed RE 565, Gregg Colburn’s preference would be to teach this course in person
    - Faculty agreed to submit RE 565 with the option to be DL and then decide later
  + Faculty agreed with all proposed designations
  + The chair will change RE 530 and RE 565 to DL
  1. Salary comparisons data **(Rebecca Walter)**
* Faculty discussed salary comparison spreadsheet that lists real estate faculty positions in colleges across the US and agreed on the data to be shared with the CBE HR representative
  1. Rebecca asked to add to the agenda next week: form for peer teaching observations and instructor’s pay

**4. New item - Chair search update (Arthur Acolin – Department representative on search committee)**

* Currently 8 applications are received and 20 more at least are expected by the deadline
* Timeline
  + December 14-15 committee meeting to finalize candidates and then share finalists with department
  + First two weeks of January in person interviews
  + Jan 17 final committee meeting and report sent to dean

**5. Announcements/upcoming events**

* Forthcoming chair check-in email to instructors for classroom issues
* MSRE student check-in 10/28
* MSRE Info Session 10/28