**Runstad Department of Real Estate Department Meeting   
November 2, 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 10/26/21 Department meeting approved unanimously with removal of zoom link and adding attendance

2. Chair Update (Sofia Dermisi)

* MSRE Check-in recap
  + Students would prefer syllabi 2 weeks before classes start, Sofia will notify instructors to upload syllabi earlier as well as any readings required in Canvas. This fall delayed syllabi was caused by the need to have the most updated protocols due to covid
  + Students brought up the overlaps in RE 508, RE 510 and RE 513 although many liked it as the material is new to them
    - RE510 and RE513 are part of the Graduate Certificate in RE complicating maters as those students do not take RE508
    - Faculty discussed about the need to have a long-term solution regarding the finance courses, which will allow the better coordination on the material
    - Faculty raised concerns and discussed how will we service students with a finance interest in the future if new faculty hires do not have research interest/experience in finance and the lack of professional mentors in this area among Advisory Board members
  + Workload for students is divided between those who feel overwhelmed and those who feel it is manageable or even less than they expected
  + Students wanted to know about internships, Chair and Gordon explained that there is no time for an internship for those in the full-time Advanced Standing MSRE and it is no longer a program requirement
  + Internationals students would like better communication from ISS the summer before they arrive
  + Students discussed the great value that guest speakers bring and the credibility of providing different perspectives from instructors and speakers
  + Students would prefer an earlier check-in by week 3 of the quarter

3. Operational items (Sofia Dermisi, Arthur Acolin, Rebecca Walter)

* Runstad Department Chair search (Arthur Acolin)
  + Faculty discussed preference of in person or zoom interviews
  + Process overview
    - Search committee will review short list of 8 candidates and meet Dec 14-15 to narrow list to 3
    - Dec 16-17 department meeting to discuss short list of 3 candidates, if the 3 aren’t acceptable the committee will substitute from the short list of 8
    - Search will be closed and 3 candidates will be interviewed either by zoom or in person
    - Committee will provide summary report to the Dean
    - Chair suggested scheduling meeting for Dec 17
  + Faculty provided feedback to Arthur regarding the timeline/process and asked why they can’t review all 8
  + Faculty discussed the need to agree on the final 3 candidates before they come for their interview
  + Faculty asked Arthur to discuss with Committee Chair the following:
    - Department would like to review all 8 candidates and come up with the shortlist of 3
    - Department take a formal action of approving the 3 finalists on December 17 or soon after depending on when the search committee provides their information
    - The faculty would like to see a schedule of the candidates virtual visit before making a determination on the preference of virtual or in-person visit of the short-list
    - Chair suggested tabling discussion of rubric and revised timeline until Arthur has discussed faculty’s concerns with committee Chair
    - Chair will reach out to Committee Chair after Arthur sends email to Committee Chair
* CBE cohort hire process (Sofia Dermisi)
  + Currently 441 applications and as each department has 2 reps they will be divided in half and reviewed if they meet the basic requirements of department
  + Committee members will tag applications (by department(s)) based on their qualifications
  + The Department(s) can determine their own rubrics after some general perspective on the CBE search committee and the expectation is that in December we will have a short-long list of 15-18 applicants for zoom meetings
  + Committee chair will notify the CBE Committee Chair to check if a candidate has been tagged for multiple departments
  + December/January short list of 15-18 applicants will be interviewed via zoom
  + 3-4 finalists will be selected in January and interviewed in person or via zoom
  + Departments cannot rank applicants, only provide strengths and weaknesses of candidates
  + Department will hold meeting to discuss which candidates are viable,
  + Department will vote on 5 candidates by April-May
    - Faculty discussed timeline and it is too long and needs to be revised with offers being made in March/April and working backwards from that deadline
    - Chair will discuss issues of process brought up by faculty with the CBE Committee chair
  + Chair suggested tabling discussion of cohort rubrics until after the next cohort hire meeting
* Peer Teaching Observation form
  + Faculty decided to table until next meeting
* Appointment and Salary Guidelines for Affiliate Hires
  + Faculty decided to table until next meeting

4. Announcements/upcoming events

* Runstad Dinner update (Melissa Best)
  + Thursday, November 4
  + 42 students attending
* BE Commons (Gregg Colburn)
  + Committee is beginning discussions on how departments can coordinate course schedules to make it easier for students to take courses across disciplines
  + Committee is beginning discussion on policies and process for BE courses