**Runstad Department of Real Estate Department Meeting**   
December 7, 2021 2:00 PM – 3:00 PM Meeting Minutes

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

1. Minutes from 11/30/21 Department meeting approved unanimously

2. **Chair’s update**

2.1. Academic Advisory job posting/process

* Waiting approval from Rachel Ward
* Search committee will be Sofia Dermisi, Arthur Acolin, Melissa Best, and Rachel Faber-Machacha
* Arthur and Rebecca will cover undergraduate advising in the interim

2.2. Unit adjustment submitted

* Department Chair has submitted a unit adjustment letter for both Gregg Colburn and Rebecca Walter to the Dean’s office and the Dean has sent it for review to College Council
* After College Council does their review, they will send a letter back to the Dean and the Dean will consider it before submitting her proposal to the provost
* Process should be completed after February 1st, should take affect by April 1st
  + Faculty asked Department Chair to request the final draft that will be submitted to the provost.

3. **Operational items**

3.1. Approval of affiliate instructors for AY 2022-2023

* Faculty voted unanimously to reappoint the following instructors for 2022-2023
  + Shannon Affholter
  + Nicole DeNamur
  + Erik Jennings
  + Courtney Jolicoeur
  + Kelli Leith
  + Jeff McCann
  + Pike Oliver
  + Skylar Olsen
  + Tim Overland
  + Rachel Snyder
  + Rob Staiger
  + Matt Disston
  + J. Burke Shethar
* The following instructors would not like to be considered for reappointment for 2022-2023
  + Chris Hellstern
  + Dan Keller
  + John Fandel
  + Scott Osborne

3.2 Cohort hire

* Department Chair is meeting December 7th with Committee Chairs from each department and the college wide committee chair. Department Chair will seek clarification on issues raised by faculty at last meeting

3.2.1. Review formal based on rubrics

* 64 applicants have been assigned to Real Estate. Other committees across the college have assigned applicants to real estate if they have housing research on their CV
  + Department Chair discussed with faculty doing an initial straw poll assessment of all applicants and reviewing first those who specify real estate and wait until UDP chooses their long-short list applicants to review possible overlaps
  + Faculty discussed having everyone take a quick look at all applicants and divide them up between who should be reviewed first, coming up with an agreed long-short list that we will eventually score with the rubric

3.2.2. Scheduling a Dec. meeting for development of consensus list – using rubric

* Faculty decided to move December 14th Department meeting to December 13th at 11:00 am to discuss a straw poll and then move through the rubrics and schedule another meeting

4. **Other items**

* Department Chair discussed creating an EDI course to add to the curriculum
  + Faculty discussed that the topic of EDI is already integrated into various courses throughout the curriculum and it is better addressed that way rather than with standalone courses. Currently it is part of multiple graduate and undergraduate courses with some being designed to meet the diversity requirements (e.g. RE480 and RE512).
* Faculty discussed December 17th meeting and what should be expected
  + Chair Search Committee will bring forth number of applicants vetted after Dec 14-15 interviews and the department will need to discuss a short-list at that meeting
* New student Scholarship
  + $4,000 annual scholarship for international graduate students is in the process of being established for the next at least decade with the possibility of opening it up for additional donations online. This could serve as a model for future scholarships open to other donations.
  + Additional scholarship opportunities are pursued with an emphasis in undergraduate students in the future
* Personnel
  + Vote to appoint Gordon Louie as an Affiliate Instructor to teach RE 480 winter 2022
    - Faculty voted unanimously to appoint Gordon Louie an Affiliate Instructor winter 2022