Runstad Department of Real Estate Department Meeting   
January 10, 2022 12:00 PM – 1:00 PM Meeting Minutes

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

1. Minutes from 12/13/21 Department meeting approved unanimously

1. ***Updates***
   1. Academic advisor position update

* Position posted on UW Hires website 1/6/22
* Committee received the charge letter by the Department chair on 1/6/22
  + Arthur Acolin (Chair)
  + Melissa Best
  + Rachel Faber Machacha
* Committee is meeting on 1/27 to discuss candidates and timeline
  1. Cohort hiring interview scheduling
* First round of interviews have been scheduled

1. ***Operational items***
   1. Affiliate needs
      1. Spring’22 – RE530 Corporate RE and Facilities Management
      2. Winter’23 – RE515 Real Estate Law

* Affiliate positions discussed by faculty
* Outreach and posting of affiliate positions approved by faculty
  1. Data Science Minor Faculty Hire opportunity
     1. Review RFP
     2. Review last year’s UDP proposal which was approved
* Faculty discussed submitting a proposal this year
  + it was decided due to the two searches going on (Chair search and Cohort Hire search) that it would be best to wait until next year to submit a proposal

3.3 Department policy on student grading appeal

* Faculty discussed grade appeal issues and implementing a shorter appeal timeframe, however, due to the UW student code the department is unable to adopt a different policy

3.4 Department research account/restrictions/distribution procedure

* Moved to next meeting

1. ***Announcements***

None