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