**Runstad Department of Real Estate Department Meeting**   
January 24, 2022 12:00 PM – 1:00 PM Meeting Minutes

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

1. Minutes from 1/10/21 Department meeting approved unanimously

**2.** ***Chair’s Update***

2.1. Covid Update

* Announcement coming soon from Central UW re: returning to in person instruction on 1/31

2.2. Gould classrooms

* Heat at Gould is still not working, no ETA yet on when it will be fixed
* Time schedule is working on moving instructors who wish to teach in person from Gould to different buildings

2.3. Updated timing of faculty meeting agenda preparation

* Faculty meetings are considered public meetings and schedule needs to be reported to the UW Office of Public Records
* CBE departments were not informed of the deadline to send schedule for the year
* Each department will need to submit a “special meeting notice” to the Office of Public Records no less than 3 days prior, must include meeting agenda, time, day, location or zoom link and call-in info

2.4. BE 100

* Currently on hold in CBE Curriculum Committee
* Faculty discussed BE 100 proposed curriculum draft
  + Faculty emphasized some of the issues already raised at the College Curriculum Committee:
    - Resources – how will the course be taught and how will departments cover the loss of an instructor or frequent guest speaker requests?
    - Enrollment – how will the course be scheduled and how will it affect other enrollments across the College?
    - Overall plan – when will this be shared with the faculty? Faculty discussed needing to know the plan before they can comment on curriculum and courses as BE courses will need to cover all the college areas and this syllabus was mainly focused in Architecture and urban history

2.5 Advisory Board – EDI committee Scope of Spring Quarter Research Project

* Department Chair discussed ideas for the project
  + Need to identify the right platform
  + ARC program
    - Suggest EDI committee to sponsor this research through their companies and CBEs ARC program
  + BE 598
    - Could be included in Dean Cheng’s seminar on EDI
  + Faculty discussed and asked Department Chair to bring it to Dean Cheng to see how it could fit within the structure of the College and CBE’s EDI initiatives
  + The department’s rep can bring it up with the CBE diversity council

***3. Operational items***

3.1. FIG

* Faculty discussed creating a FIG (First-year interest group) for the undergraduate program
  + Currently three departments participate Arch-UDP and Arch-CM
  + Faculty asked Undergraduate Co-Director to research what the other departments across the College do
  + The department will not participate this year

3.2. Undergraduate Courses Prerequisites

* Faculty discussed and approved on the following changes
  + RE 431 (RE 413 prerequisite)
  + RE 497 (RE 397 prerequisite)
  + RE 250 (I&S)

3.3. Department research account/restrictions/distribution procedures

* Faculty discussed the development of a policy regarding research funds and how they should be allocated when a faculty member has a need. A faculty member will circulate a document for comments and adoption before the next meeting.

3.4. Faculty discussed what policy should be worked on next

* + Faculty agreed there was a need for a policy on faculty course load

3.5. Preliminary discussion on counseling services coordinator focusing on student career services

***Announcements***