**Runstad Department of Real Estate Department Meeting**   
February 7, 2022 12:00 PM – 1:00 PM Meeting Minutes

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

Minutes from 1/24/22 Department meeting approved unanimously

**1.** ***Chair’s Update***

1.1. MSRE student Check-In update

* MSRE students would prefer more accommodations in the classroom
* Majority prefer a hybrid model (in classroom, however, recorded)
* Department Chair coordinated with administrators the course move from Gould due to the continuing lack of heat
* DRS is taking 5-6 weeks to process requests and UW should be making an announcement soon
* Department Chair will send a check-in with instructors once central UW has replied and as this was a first week with return to in-person instruction

1.2. MSRE admissions

* 51 applications to review
  + 23 admission offers sent, acceptance due March 15th
  + 1 denial
  + Applications numbers from India have increased this year, but students may require financial aid which is not available for international students
  + End of February the scholarship masterblaster (amount of funding department can distribute 2022-2023) will be available
    - Domestic applicants have been notified in their admission letter that funding offers will be sent end of February for those that qualify

1.3. Academic Adviser

* Second interviews for finalists with Department Chair, CBE advisers and Assistant to the Chair this week
* Committee meeting with Department Chair on Feb 10th 
  + Final report will be sent to the Department Chair from the Committee by Feb 17th

**2. *Operational items*** 2.1.IC Recovery Allocation Fund policy

* Faculty voted unanimously to approve policy
  + Melissa will add budget number to policy once it is created

2.2. Affiliate selection for RE 530 Corporate Real Estate and Facilities Management  
 Faculty discussed applicant

* Sakriti Vishwakarma was voted unanimous as an affiliate to teach RE 530
* Faculty discussed prospects to teach graduate and undergraduate courses next year

1. **Open Discussion**

* Argus Competition – only one student has Argus training however, others are seeking training
  + Students are very interested in offering Argus
  + Faculty discussed offering if none of the faculty have the training
  + Department will put on hold until next year