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| **Runstad Department of Real Estate Department Meeting** February 28, 2022 12:00 PM – 1:00 PM Meeting MinutesAttendees: Sofia Dermisi, Gregg Colburn, Rebecca Walter, Arthur Acolin, Melissa Best**Minutes from 2/14/22 Department meeting approved unanimously*****1. Chair’s update**** 1. Academic Advisor update
* Nikita Anderson has been hired
	+ Start date is March 7th, with onboarding beginning that week
	1. Program Manager/Specialist for professional development & career services
* Department Chair asked faculty if they have any comments or edits to the job description
	+ Faculty approved the job description
	+ Department Chair will send job description to Dean Cheng for review and approval
	1. UW Faculty Senators request – start 9/16 (2-year term)
* Department Chair discussed request with faculty
	+ Faculty agreed they do not have the bandwidth to serve at this time, will revisit next year

***2. Operational issues*** 2.1. Personnel discussion 2.1.1. Cohort hire* The Chairs will meet on 3/3 to discuss department’s cohort candidate along with the candidates with three other departments
	+ Each chair will present their own candidate and review/present 2-3 candidates from another relevant department
	+ Department Chair has revised document submitted the College Executive committee to include to include areas of growth in addition to strengths – document approved

 2.1.2. Temporary Lecturer or Teaching/assist. Prof hire - DL* Faculty discussed hire and the different positions that are possibilities for this hire

 2.2. Teaching load policy* Findings from research on other departments’ teaching load policies were discussed as they were consolidated into one document
	+ Faculty feedback was requested. Faculty agreed that the information consistent across departments should be included
	+ Faculty discussed a credit approach vs. a course approach
		- Faculty agreed on a credit approach of 12 credits per year for tenured faculty, 9 credits for pre-tenure faculty
		- Faculty agreed that buyout should be allowed for pre-tenure faculty
		- Faculty discussed course size, graders and TAs
			* Faculty agreed that the nature of the class should be considered when assigning graders or TAs
			* A typical class size is 35 students
				+ Over 35 students – instructor receives a reader/grader
				+ Over 50 students – instructor receives an additional grader
				+ TAs can be assigned for technical quant courses, for those that can make a justification for a need by preparing a justification and presenting it to the Program Director and Department Chair
		- The document will revised and a first draft will be presented at a future meeting for a vote

 2.3. RE 462/RE 562* Faculty discussed concerns regarding the number of credits (5 credits)
	+ Course was approved unanimously by faculty
	+ Timing of course approval was discussed

 2.4. UDP incoming PhD candidate –KL* Candidate was presented as someone who could teach the real estate finance courses
	+ Faculty approved candidate, Arthur Acolin will let Qing Shen know

 2.5. Open house schedule – April 1st

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| Time  | Agenda Item | Participants |
| 10:00-11:00am | MSRE welcome and overview |   |
| 11:15am-12:15pm | Meet the faculty |   |
| 12:30-1:30pm | Meet the RE Club and Students |   |
| 1:45-2:45 pm | Meet the Advisory Board |   |
| 3:00-4:00pm | CBE Session | Dean Cheng |

* Department Chair asked faculty if they are available to participate
	+ Melissa will follow up with an email to faculty confirming participation
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