**Runstad Department of Real Estate Department Meeting**   
May 2, 2022 12:00 PM – 1:00 PM Meeting Minutes

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

1. ***Approval of 04/25 Minutes***

* Minutes approved unanimously by faculty

1. ***Chair’s update***
   1. Graduation events updates

* Faculty discussed graduation events for undergrads and grads
  + - Dept Chair discussed need to have two events as numbers were too large to fit undergraduate, graduates and guests at the Amazon Spheres on June 9th
    - A decision was made to proceed with two events:
      * + Undergraduates – June 9th 2-4pm Gould Hall
        + Graduates – June 9th (same day) 6-8pm Amazon Spheres (RSVP is required due to security protocol)

RSVP emails will be sent to Grads and If space is available undergrads will be invited. Undergrads will receive an invitation for the Gould event and will be asked to RSVP for a waitlist to participate at the Sphere event as well.

2.2. Real Estate Career Fair – May 20th

* + - Companies and students are completing google forms and attendance is tracked
    - Website is up and running and company logos will start to be uploaded this week

1. ***Operational Items***
   1. Position advertisements/voting
      1. Teaching Assistant Professor

* Not approved by UW Provost – tabled for review
  + Faculty discussed how do we best demonstrate our needs for next proposal and when is the next deadline
* Depart Chair will clarify with Asst Dean of Finance on next deadline and if any additional information is needed in next hiring proposal submission
  + 1. Affiliate – methods courses
* Dept chair asked for comments from faculty on job announcements
  + Dept Chair will post it on department’s website and send it out and asked faculty to send it to their networks
  + Dept Chair discussed needs filled and needs remaining (such as RE 541)

3.2 Department policies

3.2.1. Sabbaticals

* Faculty discussed the need to determine when individual faculty will want to take their sabbatical
  + Overlap is possible as long as the plan is strategic
  + Faculty discussed that pushing it out could mean that less sabbaticals are granted and that one should apply as soon as they are eligible
    - * Melissa will get clarification from Assist Dean of Finance on what do departments do when faculty are hired and eligible at the same time

3.2.2. Course Buyouts

* Faculty discussed revising current policy
  + Faculty agreed on the following revision: Buy out full replacement, those credits are added to a faculty’s average for the following year
    - Policy was updated and voted unanimously as of 5-2-22

3.2.3. Graduate Policy on Satisfactory Progress

* Faculty discussed a need to have a more in-depth policy on satisfactory progress and what would generate a warning and probation, beyond keeping a minimum cumulative 3.0 GPA and completing courses with a 2.7 or above
  + Melissa will draft a revision on satisfactory standing for MSRE Handbook

3.2.4. Tenure & Promotion

* Depart Chair provided the timeline as shared with the CBE chairs for this coming academic year

***4. Announcements***

None