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| **Runstad Department of Real Estate Department Meeting**  February 28, 2022 12:00 PM – 1:00 PM Meeting Minutes  Attendees: 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   |  |  |  | | --- | --- | --- | | 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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