**Runstad Department of Real Estate Department Meeting**
April 4, 2022 12:00 PM – 1:00 PM Meeting Minutes

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

**Minutes from 3/14/22 Department meeting approved unanimously**

1. ***Chair’s update***
	1. Reminders:
		1. State and Federal lobbying reporting declaration
* Please let department chair/melissa know via email
	+ 1. Required Title IX training completion/deadline ASAP
* Please complete training, reminders will be going out weekly until all have done it
	1. Graduation – June

2.2.1. RE graduation event location – TBD - June 9th possible

* Melissa is working with Eric Campbell to find the best place to fit 150 undergrad/grad and grads 2020-2022 will be invited, including 2022 undergrads

2.2.2. CBE graduation – June 10th Seattle Center

2.3. Dean/Assoc. Dean of Students/Advancement etc. meetings with Advisory Boards across CBE on vision for central CBE mentoring, internships and recruitment as part of [Jacobi Deanship](https://www.washington.edu/news/2022/03/29/uw-announces-john-and-rosalind-jacobi-family-endowed-deanship-in-the-college-of-built-environments/?mkt_tok=MTMxLUFRTy0yMjUAAAGDddxsn38My3OkpSYsbTq4ASN8A_ADSsg_KMQrtAPxUICJ90qQKrIbQI8f7OtWrIG1lIi_0hH0r3wm6Pf4punarauS7WaC9OSC2KhG_dkPQWmfwA)

* RE chair is pausing the career position for now and until more info is shared by the Dean on the college position
* Dean will be meeting and sharing her vision with Advisory Boards/PACs chairs
* RE chair requested from the Dean to share a memo with Department chairs and PAC chairs before their meetings providing key points and timelines of her career related initiatives at the college level
1. ***Operational issues***
	1. Personnel
		1. Selection of affiliate team for RE 515 Real Estate Law
* Would like to offer an undergraduate law class so department can utilize both teams (4 affiliates to teach 2 real estate law courses)
* Vote to hire both teams, approved unanimously
	+ 1. Teaching Assistant Professor position – salary minimums, hiring based on faculty code ([section 24-34](http://www.washington.edu/admin/rules/policies/FCG/FCCH24.html#2434)). Lack of CBE policy on min & equity
* Department unanimously voted to proceed with the amount CM uses for the position
* Dept Chair will prepare a proposal for the Dean to review
* Workload department policy was unanimously amended to include teaching professor position with 80/20 teaching/service
	1. Courses
		1. Creation of an undergraduate RE law course (scope, cross listing, and proposal development)
* The team will be provided the syllabi of RE361 Property Transactions and RE459 Risk and Reward in Sustainable Development in addition to being introduced to the team teaching RE515 RE Law course