**Runstad Department of Real Estate Department Meeting**   
April 25, 2022 12:00 PM – 1:00 PM Meeting Minutes

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

1. ***Approval of 04/18 Minutes***

* Minutes approved unanimously by faculty

2. ***Dean Cheng***

2.1. Department Chair search update

* Dean Cheng is in process of reviewing final report of candidate SB from RE Chair Search Committee Chair
* Dean Cheng discussed feedback of candidate SB with staff and faculty
  + Melissa Best will send e-vote out to all faculty and a separate vote to tenured faculty

3. ***Chair’s update***

3.1. Undergraduate numbers

Majors 208 graduating 45

Minors 112 graduating 69

3.2. MSRE admission

* 58% accepted our admission offer (35 students)
  + Regular MSRE - 20
  + Advanced Standing MSRE – 15
  + Males – 26
  + Females – 9
  + Domestic – 11
  + International – 24
* 10% have declined the admission offer and the remaining 32% has not responded and will be contacted again but typically the non-response at this phase indicates that they will not be joining us
* Continue to offer monthly info sessions, as there is an attrition concern amongst international applicants
* ISS has changed their application platform so we are no longer able to see when applicants submit their I-20 application, Melissa will reach out to all who have accepted to gage where they are in the visa process and intent on enrolling
* Department Chair has asked Advisory Board Executive Committee for assistance in recruiting

3.3*.* ***Cohort hire***

* Dept Chair has submitted everything that was requested to the Dean’s office to process with AHR

4. **Operational items**

4.1. Department Policies vote

* \*Motion to approve policies created and vetted with faculty AY 2021-2022
  + Faculty approved unanimously

4.2. Dean 3-year supplement for faculty

* The Dean has approved a 3-year supplement for faculty to assist departments with travel and equipment costs
  + 2020-21 $1,000 (travel) – was not utilized as faculty were not made aware of it. Can be added to this year’s amount
  + 2021-22 $2,000 (travel)
  + 2022-23 $2,000 or + (travel)
  + 2022-23 $1500 (equipment)
  + 2023-24, 2024-25 $1500 or + (equipment)
    - Faculty discussed developing policy for replacing equipment
    - Department Chair asked faculty to reach out to Melissa on what their needs are, to start scheduling the equipment replacement

5. ***Announcements***

* Real Estate Career Fair for Internships & Jobs – May 20th
  + Flyer is ready to go
  + Open to Undergrads (Junior and Seniors who have taken RE 480, Grads and Certificate students
  + Next step are:
* Finalize the landing website for students and employers
  + Department chair will send it to all affiliates, professional networks and Advisory Board chair and chair elect to help recruit companies
  + Flyer has included a short google form to gage what student interests are
* Teaching Professor position has been approved by Dean Cheng, waiting for approval from Provost and AHR