**Runstad Department of Real Estate Department Meeting**   
May 9, 2022 12:00 PM – 1:00 PM Meeting Minutes

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

**Agenda**

|  |
| --- |
| 1. ***Approval of 05/2 Minutes – faculty approved minutes unanimously***    1. Graduation events updates  * MSRE Amazon Spheres 6-8 pm, 150 people * As of 5/9 we are at 67% capacity * Department is extending invitation to undergraduates to attend the Spheres reception * Undergrads Gould Court 2-4 pm, RSVPs are very low, will decide by 5/13 if we will hold this event      * 1. Real Estate Career Fair – May 20th – updates * Chair and Assist. to chair sent emails to instructors to encourage student participation * Event will be held in Gould Court; COVID-19 safety precautions are followed * Announcement was sent out to Advisory Board and faculty various networks * Hoping this inaugural event will help us develop a template going forward * 11 companies have signed-up and outreach efforts by Department chair/asst. to chair and chair of Advisory Board will intensify  1. ***Operational Items***    1. Faculty Activity Reports  * Dept Chair sent the CBE letter defining the period (March 16 2021 – March 16 2022) and form to faculty   + 1. Real Estate Department FAR form * Due on May 27th (March 16 2021 – March 16 2022) * In person faculty meeting with SB May 16th in 208J, zoom will also be available * SB will be here to meet with various stakeholders and attend the board meeting and chair panel  1. ***Announcements***    1. Next faculty meeting will be in person with the incoming Department chair (SB) on May 16th with zoom option made available. To allow for a broader conversation, the regular agenda/approval of minutes is suspended until May 23rd.    2. PhD, Symposium: Pathways Toward the Future: Assessing the Digital Dimensions of Urban Dynamics, May 20, 9:00am -4:20 pm.  This symposium will be virtual and open to everyone. Register here    3. CBE Graduation, June 10, 1:00-4:00pm   Exhibition Hall, Seattle Center (Mercer and Third Ave N., Seattle, WA 98109)   * Order faculty regalia by May 15 * Faculty and Staff please RSVP to the CBE ceremony |