**Runstad Department of Real Estate Department Meeting**
May 23, 2022 12:00 PM – 1:00 PM Meeting Minutes

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

**Agenda**

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| 1. ***Approval of 05/09 Minutes – minutes approved unanimously***
2. ***Chair’s update***
	1. Cohort hire – update on funding
* Dept Chair discussed Cohort hire funded by College for 3 years, partially funded by remainder of Jacobi Chair for the next 2 years
* VW will participate in cohort activities
	1. Affiliates in finance – (deadline passed)
* Dept chair had discussions with potential candidates and is awaiting their information if they decide to proceed
* Courses are potentially covered in Autumn and Winter although there are additional needs
* Candidate information will be assessed at the next faculty meeting
	1. Affiliates in methods – (deadline May 22nd)
* May have a candidate for RE 519, still need coverage for RE 506
* Dept Chair continues outreach through various networks
	1. First Department Career Fair/networking (passed)
* Attendance –
* 20 of 25 companies
* 46 of 70 students
* Feedback was positive from companies and students
* Draft surveys for companies and students participating was shared with faculty for their feedback
1. ***Operational Items***
	1. Two teaching Assistant Professor positions –
* College will close searches probably at the end of the month, Rachel will be submitting to the provost our proposals for 2 teaching positions
* If we get approval we can send to AHR, and recruit in the fall to start in January
* Dept Chair asked faculty for feedback on the position descriptions this week
	1. Career fair participant survey
		1. Employers
* Dept Chair prepared a draft survey and asked for faculty feedback this week before sending out to assess the event formally
	+ 1. Students
* Dept Chair prepared a draft survey and asked faculty for feedback this week before sending out to assess the event formally
	1. Undergraduate & graduate surveys

3.2.1. Undergrad students - exit survey * Director of undergrad program provided a draft survey for comments
* Melissa and Nikita will coordinate and send out final surveys

3.2.2. Graduating students - exit survey * Dept Chair modified and updated the survey to reflect the new program
* Melissa and Nikita will coordinate and send out final surveys
	1. Volunteer needed for midterm review in student/instructor dispute
* Dept Chair discussed with faculty the process and the case in question
* Faculty unanimously decided to delegate authority back to the Dept. Chair for a resolution as an investigate was already conducted and a resolution was offered
1. ***Announcements***
	1. Department reps on CBE/UW committees

Below are committees requiring RE Department representation, although faculty serve on other committees. * The shared drive will be updated with the committees requiring RE Dept representation. The chair asked faculty to include other CBE/UW committees they voluntarily participate
* College Council: Rebecca Walter – remains as this will be the second year of a three-year term
* Curriculum Committee: Sofia Dermisi – remains as this will be the second year of a three-year term
* BE/UDP PhDs rep: Arthur Acolin - remains
* BE Commons rep: Gregg Colburn - remains
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