**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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