

Runstad Department of Real Estate Faculty Meeting
March 4, 2020 12:00 PM – 1:00 PM Meeting Minutes

Attendees: Arthur Acolin, Pike Oliver, Rebecca Walter, Gregg Colburn, Pat McCabe, Suzanne Cartwright, Melissa Best

1. Vote to approve 2-5-2020 meeting minutes
 - Motion made by Pike Oliver, minutes approved unanimously by faculty
2. Graduate (Sofia Dermisi)
 - MSRE Curriculum revision update

After the assessment of different drafts of the new MSRE curriculum among the faculty, the Academic Committee of the Advisory Board and the Graduate School, the Faculty approved unanimously the attached curriculum in this faculty meeting. As the new MSRE includes both a regular and advance standing component a final curriculum review will take place with the Graduate School and coordination of the appropriate next steps as UW offers very few such degrees. Additionally, as the curriculum is now determined outreach will take place with the University of Regensburg regarding the adjustment of the joint MSRE. After finalizing the joint curriculum with the German University, the additional outreach will continue with Italy and Switzerland.

- Course licensed material use

The MSRE students currently use certain personally licensed software and in order to avoid any potential use of the software during internships or professional activities it was decided that software will be presented to them to make them aware, but individual licenses will not be provided there is a potential of installing it at one computer in office suite 430 so students can use during regular office hours. Courses will adjust their material not to require such software.

3. Undergraduate (Arthur Acolin and Rebecca Walter)
 - 1503 Form and Proposal for Real Estate Major
 - i. Faculty provided individual feedback to Arthur and Rebecca prior to meeting
 - ii. Motion was made and approved unanimously by faculty to approve the 1503 form and proposal and move it to the next stage
 - Undergrad Adviser Position

- i. Rebecca and Arthur posed the question of when it would be possible to start the hire process for the Undergraduate Adviser position, which was requested to be in place at the start of the 2020/2021 academic year
 - ii. Pike Oliver will meet with Rachel Ward and Melissa to discuss if the current budget will allow a hire before the end of the fiscal year
 - Additional Course Sections / Instructors
 - i. Arthur discussed hiring a PhD candidate to teach additional course sections
- 4. Affiliate Instructor Appointment – Unpaid Academic (Pike Oliver)
 - Motion was made to approve Pike Oliver as an Affiliate Instructor, motion approved unanimously by faculty
- 5. George Rolfe Award
 - Emily Haines is the recipient of the 2020 George Rolfe award, this will be announced by Lois Duncan, George’s widow, at the graduation reception
- 6. MSRE Graduation – March 19th