

Runstad Department of Real Estate Faculty Meeting
November 6, 2019 12:00 PM – 1:30 PM
Meeting Minutes

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

1. Motion was made by Pike Oliver to approve the 10/16/19 minutes, vote unanimously approved
2. Recent Events
 - Leadership Dinner debrief
 - Overall net was 3% less than last year
 - Pike Oliver received feedback that the keynote speaker's presentation was effective, Q&A was not as effective. Include the ask in the opening remarks . Pair students with table sponsor in advance and have the table sponsor lead student around during the cocktail hour.
 - 7th Annual Runstad Leadership Dinner – 10/22/2020
 - Pike Oliver solicited suggestions from faculty for keynote speaker
 - Melissa Best will put the date on the intranet and sent to the Dean's assistant
 - Melissa will remind Pike to send the date to the CBE chairs
 - Innovative Housing Conference
 - 350 registered, 300 attended via live feed
3. Graduate programs
 - Recruitment for Class of 2022
 - Faculty are concerned about the current difficulty students are having getting visas, there is a huge drop nationally in international applications
 - Sofia Dermisi asked how do other departments market their programs nationally/internationally
 - Melissa will remind Pike to reach out to NRCCUA about adding international to the campaign
 - Pat McCabe asked if we have reached out to the Foster School about having them send their denied students to us, Pike agreed to email the Admissions Director about ideas
 - Orientation in September 2020
 - MSRE Orientation 2020 will include a CBE session on 9/29/20, 11 – 1:30 pm
4. Undergraduate programs
 - Appointment of New Undergraduate Affiliate Instructors
 - Courtney Jolicoeur has been recommended for the position to teach RE 400 by Rebecca Walter and Arthur Acolin
 - John Burke Shethar has been recommended for the position to teach RE 360 by Rebecca and Arthur
 - Motion was made by Pike to approve the two affiliate candidates, vote was unanimously approved by faculty

- Undergraduate/Graduate Class Size Policy
 - Faculty would like clear policies in place, and set enrollments to help decide if new sections need to be created
 - RE 350 will have a max enrollment of 50, all other undergraduate courses will have a max enrollment of 30
 - Undergraduate and Graduate Classes - If there are fewer than 5 students registered by the end of the first period of registration, the class will be cancelled.
 - Graduate classes exception to the rule will be if the class is a core, certificate, or part of a partnering program (such as the DMSRE)
 - Gregg Colburn voiced concern that elective courses will have a small percentage of students from outside the MSRE, due to the fact that programs have so many requirements. Students don't have the flexibility to take electives. He is concerned that getting larger numbers in RE 565 will be challenging. He suggested moving it to a different quarter than RE 564 if we move to a 2 year program.
 - Faculty discussed having the 4 affordable housing courses be one of the UDP specializations. Rebecca and Arthur will propose it to Christopher Campbell.
 - Motion was made by Pike to implement the Undergraduate/Graduate Class Size Policy in Winter 2020, vote was unanimously approved by faculty
- General Updates on Undergraduate Programs
 - Minor changes made it through the tri-campus review with no issues.
 - Minor Information Session – 29 students attended
 - RE 350 is being renumbered to RE 250 to a more appropriate sophomore level class
 - Once two new affiliates are on board, a undergraduate instructor meeting will be scheduled
 - Rebecca and Arthur met with UW Tacoma Urban Studies Director Ali Modarres, UW Tacoma would like to explore a collaboration
 - Rebecca and Arthur met with North Seattle Community College Real Estate Program Coordinator Mark Potter. He expressed interest in align their courses with UW courses, so their students can more easily transfer from an associates to a bachelor degree
 - North Seattle offers 2 courses that DOL counts towards the pre-licensing courses and that any student can enroll in: RES 100 Real Estate Fundamentals and RES 140 Real Estate Sales & Practices
- Suzanne Cartwright distributed minutes from the last Runstad Advisory Board Academic Committee
- Pike reminded faculty to complete the Climate Survey
- Faculty activity reports have been submitted to the Dean
- Upcoming Events
 - Study Abroad Fair – November 14th 10 am
 - Introducing CBE – BE 200 (November 21st 2:30-4:50 pm)
 - MSRE Info Session – December 4th 5:30 pm Arch 042

