

Minutes
Association of Collegiate Schools of Planning
Semi-Annual Governing Board Meeting
April 25, 2009
9:00 AM – 4:00 PM
Minneapolis

The meeting was called to order at 9:08 AM by ACSP president M. Hibbard. Those present were Curt Winkle, Genie Birch, David Sloane, Tim Chapin, Chuck Connerly, Susan Bradbury, Barbara Becker, Susan Carpenter, Marie Howland, Cheryl Contant, Michael Hibbard, Barry Nocks, Clint Andrews, Michael Neuman, Susan Roakes, Lisa Bates, Randall Crane, Chris Silver, Ahmed Abukhater, John Landis, and Weiping Wu.

ACCEPT AGENDA

Susan Roakes requested we take the FWIG report off the consent agenda. Susan Bradbury requested we take the GPEAN report off the consent agenda. Mike Neuman requested POCEG reports come off the consent agenda. Susan Bradbury moved to accept the following consent agenda. It was seconded by Clint Andrews. The motion passed unanimously.

Standing Committee Reports
PAB Advisory
Institutional Governance

Special Committee Reports
Faculty Mentoring

Interest Group Reports
Global Planning Educators
Senior Faculty Interest Group

Canadian Liaison

Chris Silver reported on GPEAN. The next conference is July 2011. They produce Dialogues and they produced Dialogues III last year. It includes the best papers by authors from schools in the member associations.

OFFICERS REPORTS

SECRETARY'S Report

M. Howland

Reading and Approval of the Minutes from Governing Board Meeting Oct. 23, 2008.
Clint Andrews made a motion to accept the minutes from Bethesda. Barry Nocks seconded it. The motion passed unanimously.

TREASURER'S Report

B. Nocks

Barry reported that ACSP is in excellent financial condition. We have six months data on actual expenditures (July 1-December 31, 2008), and our revenues and expenditures are generally as anticipated except for a large net revenue from the joint conference in Chicago.

VICE-PRESIDENT'S Report

C. Contant

PRESIDENT'S Report The full president's report is attached

M.

Hibbard

Some of the initiatives I have promoted were initiated by Mickey Lauria, Mike Hibbard's goals as president have been:

- (1) Web Improvement.
Thanks to Clint Andrew
- (2) The Planning Schools Assessment Project (PSAP), The remaining challenge is how to institutionalize this process. The task force is headed by Genie Birch
- (3) We decided that instead of strategic planning we would create a process to do Strategic Thinking. We are still working in a process for accomplishing strategic thinking.
- (4) Participation in creating the National Academy of Design (NAAD). ACSP'S efforts are lead by Gary Hack.
- (5) Creation of the Doctoral Committee – headed by John Landis
- (6) Creation of the Membership Committee – headed by Susan Bradbury
- (7) Improve the quality of the ACSP conference
- (8) Diversity – Support the Climate survey.
- (9) Planetizen is doing another set of ratings. They will work with us again and Mickey Lauria will chair this committee,
- (10) Mike Hibbard met with PAB to discuss issues of mutual concerns.
- (11) Creation of the Orientation Manual; this manual should be continuously upgraded and improved;
- (12) Planning Accreditation Board (PAB): Bruce Stiftel will take Genie Birch's place on PAB.
- (13) ACSP 2013 is the next joint conference. 1991 was the first. Genie Birch stated we should honor Donald Kruckeburg in the next conference because the joint conference was his idea.

STANDING COMMITTEE REPORTS

Publications

The Guide

C. Contant

14th edition of the guide was published in November. Along with guide, the recruiting brochure is distributed for free. We have 94 participating schools, up from 76 in the 13th edition. The 15th edition will start in September 2009. ACSP will print copies for the 15th edition, but the 16th will be completely electronic. Genie suggested using the LuLu ?, software. Students and others can print the guide from their own printer if they want hard copy. Clint Andrews stated the guide will be put on the website. The issue was raised about how our guide competes with Planetizen. Mike Hibbard and others argued we should do our guide without worrying about Planetizen. Lisa Bates said students want some of the assessment that is in Planetizen. Do we want to add some assessment to the Guide? Can we put any comparative data in the guide? The consensus was that we are already burdening chairs and directors with enough requests for data.

The suggestion was made that we should encourage schools to put links to the ACSP guide on their websites. APA ought to have a hot link to the ACSP guide. The idea of buying/using keywords word to get ACSP on top of search engines was raised.

Journal of Planning Education and Research W. Wu

In 2008, JPER had 130 submissions, with about a 30% acceptance rate. The editors' goal is to expand the international reach of the Journal. The editors are changing the term of the editorial board from 4 to 3 years.

UPDATE/ Website

C. Contant

We are planning on have our new website launched on July 1st. Clint said we will have 6 months for departments/programs to get their information on the website. The responsibilities for loading this material on the website will go to Donna Dodd. Nancy Frank will continue to do the Update.

Nomination and Elections*C. Silver*

Chris announced the winners of the recent election. The winners are:

Chuck Connerly, Vice President- President Elect
Barry Nocks, Treasurer
Marie Howland, Secretary
Enid Arvidson, South Central Regional Rep
Tom Sanchez, West Regional Rep
Tim Chapin, Southeast Regional Rep
Susan Bradbury, North Central Regional Rep
Clint Andrews, Northeast Regional Rep

There was a low turnout among member schools.

Conferences*C. Winkle*

2008 Joint ACSP/AESOP – Chicago- July 6-11
2009 Crystal City, DC

Curt Winkle reported that the Fall ACSP conference in Chrystal City will be October 1-4. We are taking advantage of the location and theme by having the reception at the Patent Office. We received 735 abstracts. Letters will come out shortly. Rejection rate is 8% of abstracts. Size of conference is a factor in acceptance rates. For Chicago we aimed for a break even budget, but higher-than-anticipated attendance led to a net financial surplus. The Chicago conference was the largest conference ever, with attendance over 1,000.

In 2010, the conference will be held in Minneapolis, MN at the Hyatt.

C. Contant

We are experimenting with changing the process for selecting conference cities. Rather than soliciting local hosts, Donna has solicited bids from hotel chains in various regions of the country. Based on those bids, the conference committee will then see if there are schools in the region is interest in serving as local hosts.

The University of Utah is interested in hosting in 2011 or 2012, in Salt Lake City. We are considering other locations/hosts for other out-years.

John Landis mentioned the need to match track interest with the number and size of rooms assigned to a track. Some track sessions are over crowded.

Finances and Investment*B. Nocks*

The value of our fund balance has continuously increased (albeit slowly) in value during the current market decline. The Investment Committee has placed \$125,000 of these funds (the reserve fund level) in CD instruments. We will continue to roll over these funds in new CDs when these expire, which get lower rates of return will but continue to provide additional safety for these funds. At a recent Governing Board meeting, the concept of audit activities for ACSP was suggested. The Executive Committee has given this task to the Investment Committee. The Investment Committee will began this effort by reviewing the annual accounting statement and related materials provided by the accountant. We have also used two years of committee and interest group reports to look at these groups' activities and spending patterns.

Membership*S. Bradbury*

Will report at fall meeting

FWIG Report on Family Leave

Susan Roakes suggested that we expand the FWIG "parental leave" report to a study of "family leave" practices.

Susan Roakes made a motion that the study be expanded to consider parental leave. Cheryl seconded it. Friendly amendment was added by Michael Newman from just parental leave to both parental and family leave. Randy Crane asked whether the proposers know what the current policies are and if they have looked at the current literature? The motion to approve the proposal, with the charge to study both parental and family leave, passed with one vote against and remaining positive.

APA/AICP News

Graham Billingsley

Thanks ACSP for its support of AICP. The relationship between AICP and ACSP was rocky a couple of years ago but has changed and is now quite good. Mandatory continuing education is AICP's most recent initiative and accomplishment. AICP membership is growing. APA membership has declined. Pass rates on the AICP exams will be available. LEED certification interest is high.

PAB Report

Ike Heard

PAB is always seeking to increase the site visitor pool. Five to seven site visits every cycle. PAB looks forward to continuing coordination and cooperation with ACSP. PAB is concerned to raise its profile.

APA

P. Farmer

APA is focusing on education and growth. It is putting out CDs, webinars, a health planning course, full and co-branding on books. There has been a recent overall membership decline. There has been a 75% Pass rate on the AICP exam from accredited schools. APA is exploring how to better share our data base, how to take advantage of the new administration's interest in infrastructure and stimulus spending. APA reviews occupational activities of planners. These data could be useful for ACSP. The student membership program is going well. Faculty planning faculty package is working well. Marie Howland asked why the decline in APA membership. Farmer said it's the national economic situation.

POCIG Report

We accepted the POCIG report.

SPECIAL COMMITTEE AND TASK FORCE REPORTS

Data Task Force

Genie Birch

Fernando Costa, as chair of the PAB appointed the Joint Task Force on Data with members from ACSP (Charlie Hoch and Bruce Stiftel) AICP (Graham Billingsley), APA (Paul Farmer and Joe MacDonald) and PAB (Erin D. Kehe and Genie, whom he asked to chair). The Task Force has had three meetings (two conference calls and a face-to-face meeting in Chicago). It scanned the types of data collected by the three organizations and has identified three areas for further work: AICP test results, the AICP Job Analysis Survey (done every 8 or 9 years) and the APA Salary Survey (biannual). To date it has asked the AICP for additional detail (including graduation date, test performance on particular sections) from the test data (the Task Force is waiting a response); has asked the PAB to differentiate professors of practice in its annual report questionnaire (PAB said yes), is asking the ACSP if it wants to comment on the two surveys listed above by September 1 and also to participate in developing a new survey on career development and trajectory that includes non-APA members and would require ACSP member schools to help identify graduates otherwise not surveyed by the APA.. The Governing Board assented to providing feedback on the two existing surveys, but had questions about the nature of the third. Questions and observations came from Board members had the following cautions and questions: David Sloane needs data from APA. What have they been collecting? We have been asking as a first step. John Landis said we need a moratorium on collecting data and do analysis on that data. Clint Andrews, we don't know where our grads are and do want to let this data out without quid pro quo. Not an issue to be decided by this board, but rather should go to our departments. Shonagh Merit said there is a time clock on AICP job survey. The deadline is September 1. Thanks to Shonagh.

PAB Articles of Incorporation

Michael Hibbard described the background of the revisions to the PAB articles of incorporation. David Sloane

moved we approve the revised articles of incorporation. It was seconded by Barry Nocks and the motion passed unanimously.

Planning School Assessment Project

C. Hoch/presented by Mike Hibbard

The faculty study has been completed. It was presented at the Bethesda Leadership conference last fall. These data will come out within weeks and the department chairs will be notified. We will take requests from legitimate researchers to see data on other schools. Data on our own schools will be available to department chairs. A report from the consultants regarding the student survey is expected momentarily. The PSAP committee will review the report and make the data available as quickly as possible.

Doctoral Committee

J. Landis

Last summer's Ph.D. workshop was held in Philadelphia. This year it will be held in Seattle 6-8 of August. May 1 is due date for applications of Ph.D. students in the 2009 class.

The committee is initiating a study of PhD programs in planning. It will explore three questions. 1) How many Ph.D. programs are there and what are their curricular requirements; 2) a survey of dissertation titles and topics and 3) a survey of those who have graduated and the feedback. Weiping Wu asked about what research methods/courses are found in Ph.D. programs. According to John this tends to be a weakness. The committee was reminded that in 1992 Judy Innes led a study of Ph.D. programs in Planning. Randy Crane stated we can't standardize the curriculum for all programs. John stated the committee's intent is not to put forward a required curriculum for planning PhD programs, but rather to put out useful models.

Academy and the Profession

B. Stiftel

Fritz Steiner will host the 2011 Leadership conference in Austin, Texas. We are returning the Leadership Conference to the spring. (The 2008 Bethesda conference was held in the fall because the Joint AESOP/ACSP conference was held in summer 2008.).

Bruce explained AICP Certification Maintenance credit. AICP will give 8 hours of CM credit for a written and published article and credit for giving a presentation at a conference. Presenters will receive CM credits for the duration of the activity plus 1 hour (CM) for preparation, regardless of activity length (e.g. speaking at a 4 hour workshop = 5 CM credits). It appears that if the courses/events are not otherwise approved for CM credit, that a limit of 8 hours per two years applies, but that there is no limit if the activities are approved for CM credit.

There is a "threatened school". We are not at liberty to say who.

The CAP working group conducted a study of promotion and tenure in planning programs. Members of the working group were Bruce Stiftel, Georgia Institute of Technology; Timothy Dagodag, California State University, Northridge; Deborah Howe, Temple University; Jerold Kayden, Harvard University; and Forster Ndubisi, Texas A&M University. What we found is that the tenure rate is relatively high. Those who do not receive tenure are generally turned away at the time of contract renewal, rather than going through the tenure review process.

Enhanced Web Presence Project

C. Andrews

They got three bids. Ranged from 8,000 to 30,000 + . The committee went with the low bid. Clint showed us two models and asked for written comments.

Student Representative Report

*A. Abukhater/
A. Carpenter*

Over 600 members on our list serve. They conducted a round table in Chicago on matriculation.

NEW BUSINESS

Re-naming the Higher Education Leadership Award to honor Martin Meyerson

M. Hibbard

David Sloane moved to rename the Higher Education Leadership Award to honor Martin Meyerson. Cheryl Contant seconded motion and it passed unanimously

Review and Appraisal Committee, 2009-11

C. Contant

President-elect Cheryl Contant is putting together the Review and Appraisal Committee. Thirteen have accepted. They will review a document, based on the list of issues raised in Bethesda. Plan is to use this group throughout Cheryl's term as president.

Task force on funding allocations to interest groups

M. Hibbard

An FYI is that the president is setting up a task force on setting a policy for interest group funding. The committee will be made up of the budget committee and the interest group chairs.

Budget

B. Nocks

Barry presented the budget for 2009-2010. Highlights are that we generated a surplus at the joint conference in Chicago, about \$80,000 on the positive side. We are projecting a \$30,000 loss for Washington. Because of the economy and the high cost of Washington, there are a lot of uncertainties about this year. We are being conservative in our budgeting. The guide generates money. We have \$300,000 including our reserve fund. Randy Crane suggested the need for financial planning, now that we have a reasonable level of reserve funds. Cheryl Contant mentioned the idea of creating an endowment to generate some funding outside the guide and membership. It is time to formulate our financial goals. Mike stated that we should pass the issue onto Cheryl. Susan Bradbury made a motion to accept the budget. Randy Crane seconded it. The motion passed unanimously.

Unfinished Business and General Orders

M. Hibbard

How can we improve the quality of papers? Randy Crane suggested now is the time to require discussants for all the tracks.

Cheryl Constant might rethink a task force to deal with endangered programs. Cheryl's task is to review that committee and restructure it.

Susan Bradbury moved to adjourn and David Sloane seconded. The motion passed.

Respectfully submitted



Marie Howland, ACSP Secretary
May 7, 2009

President's Report to the GoBo – Minneapolis 4/25/09

Finally! Three-quarters of the way through my term, I think I'm beginning to get a handle on this job. It involves three kinds of things – new initiatives, responding to problems and opportunities, and system maintenance. I've organized this report around those categories.

NEW INITIATIVES

These are the new president's priority issues, historically developed with the help of the Review and Appraisal Committee appointed by each President-Elect. Quick action is often difficult in an association that depends almost completely on volunteers and initiatives often carry over into the term of the next president, so I'll begin with Mick Lauria's initiatives – which aren't really new any more but are still on the table.

Web Enhancement Project: The end is near! Our new website should be operational by Summer, 2009. We'll hear about it later from Clint Andrews.

Planning School Assessment Project: The PSAP is nearing completion. You'll recall that it originally envisioned three phases.

- The faculty assessment has been completed. A workshop on use of the data was presented at the Administrators' Conference in Bethesda last fall and the data are now available to program administrators and researchers.
- The final report of the student outcomes study is nearing completion. It may have been submitted to the PSAP task force by the time of this meeting.
- The Governing Board voted to drop the third phase, a reputational study.

The remaining challenge with the PSAP is how to institutionalize it. The value of these data sets will quickly diminish unless we can continue them, make them into time series data sets. As well as our own efforts, both this task force and the Guide, the PAB and APA/AICP also routinely collect data from our member programs. (And so does Planetizen, of course.) I mentioned at our last meeting that former PAB chair Fernando Costa established a data task force with representation from APA/AICP, ACSP, and PAB, to seek ways to maintain and share data, eliminate duplication, and so on. Genie Birch is chairing the task force and will give us a report later in the agenda.

Strategic Thinking: Mick's original concept was to develop a strategic plan for the Association. However, the task force he appointed suggested that there was a need for ongoing "strategic thinking." That suggestion led to an approach that I used to develop a set of initiatives for my term. Essentially, it entails asking the GoBo and Review and Appraisal Committee to identify issues, then processing those issues into a set of priorities for the Association. Cheryl is continuing that approach as we segue into her presidency.

My priorities for ACSP and their current status is as follows.

Increase the visibility of the planning discipline and our programs in the academy:

- **The Committee on the Academy and the Profession completed its survey of tenure and promotion policies and practices in planning programs study and presented its report at the fall 2008 Administrators Conference. It is available on the ACSP website.**

- **In concert with our colleagues in architecture, landscape architecture and other environmental design fields, we continue to move ahead on the effort to establish a National Academy of Environmental Design.**
- **Our Doctoral Committee is conducting a survey of PhD programs in planning, which will result in a “white paper” focusing especially on the PhD curriculum.**
- **The PhD committee and the Committee on the Academy and the Profession continue to monitor the National Research Council’s discussion on including planning programs in their periodic evaluation of PhD programs.**
- **I have asked Susan Bradbury to revitalize the Membership Committee. She has selected new committee members and they are about to start a vigorous recruiting effort for additional institutional members.**

Diversity: The report of the climate survey that we commissioned at our Spring, 2008 meeting will not be available until the Fall, 2009 meeting. It is still my intention to appoint a task force to follow up.

Improve the quality of the conference: The intent here is to increase the scholarly rigor of the conference – essentially by accepting fewer papers and giving more time in the program to each one. There is a substantial downside to this, in terms of lost opportunities to present. I have not pushed the conference committee to act on it.

OPPORTUNITIES AND PROBLEMS

As with new initiatives, opportunities and problems often carry over from one president to the next, so some of these actually started in Mick’s term. I’ll take these up in chronological order.

AICP Certification Maintenance: This is about offering AICP CM credit for participating in the ACSP conference. There have been a series of issues ranging from fees to the mechanics of claiming credit. I’m happy to report that, thanks to major efforts by Bruce Stiffler and Curt Winkle, they seem to be resolved.

Planetizen’s Planning School Ratings: Planetizen is expecting to conduct and publish another round of ratings in late 2009-early 2010. Based on their previous experience with our ad hoc committee, Planetizen is looking forward to working with us again on the methodology for their ratings. Mick Lauria will again chair the committee.

China Planning Network: CPN is an international group of scholars interested in planning issues in China, based at MIT. Mick participated in their Annual Congress in Beijing in 2007, as ACSP’s official representative. I participated in a similar capacity in 2008. CPN would like to get ACSP actively involved in a more formal and systematic way. As a first step, we will co-host a session on comparative planning education at the 2009 CPN Annual Congress.

APA/AICP, ACSP, and PAB: One healthy outcome of the planning education “Summit Meeting” last December (for background, go to http://www.acsp.org/Announcements/PAB_summit_meeting_memo_12_10_08.pdf) is agreement to have regular meetings among the presidents of our four organizations. PAB Chair Charlie Hoch will host the first such meeting during this conference.

SYSTEM MAINTENANCE

Orientation: I’ve developed an Orientation Manual and associated orientation session for new Governing Board members and others interested in the workings of ACSP

Committee membership: I've "refreshed" the membership of all of our standing committees, special committees, and task forces. In doing so I've tried to bring some new faces into the leadership of the Association. Most particularly, I've revived the Institutional Governance Committee and charged it to address a few lingering issues and generally bring our by-laws and practices into alignment.

Data task force: See above

Financial support for interest groups: A couple of years ago the GoBo voted to provide \$1500/year to each interest group. The interest groups are required to account for the funds but its uses are only vaguely specified. This has led to some misunderstandings and inequities. I am appointing a task force to look at this and bring recommendations to the fall GoBo meeting.

ACSP-AESOP 2013: Just to keep this on our screens, the joint ACSP-AESOP steering committee will need to be formed in 2010.

WPSC 3: The third World Planning Schools Congress is scheduled for 2011. The site selection process is underway, under the able leadership of co-chairs Jo Looye and David Amborski.