



Association of Collegiate Schools of Planning

Association of Collegiate Schools of Planning
Semi-Annual Governing Board Meeting
Notes from October 31, 2012 Meeting
9:00 A.M. – 5:00 P.M.
Hilton Plaza, Cincinnati

* written report (if available) without presentation

** written report with presentation

Present:

GOBO Members: Charles Connerly, Clint Andrews, Kazuya Kawamura, Carissa-Schively-Slotterback, Marlon Boarnet, Nisha Botchwey, Susan Roakes, Sherri Smith, Casey Dawkins, Karen Umemoto, Anaid Yerana, Peter Mallow, June Manning Thomas, Cheryl Contant, Teresa Córdova, John Landis (arrived just prior to lunch, delayed by Hurricane Sandy).

GOBO Member Elect: Michael Frisch

Ex Oficio Members: JPER editors, Subhrajit “Subhro” Guhathakurta and Nancy Green Leigh; PAB Representatives Barbara Becker, Bruce Stiftel, Barry Nocks; Shonagh Merits; Conference Committee Chair, Stacey White

AICP representative, Lee Brown

APA representative, Paul Farmer

Not present: John Landis (Before lunch), Amy Glasmeier and William Goldsmith (both not present due to the storm, Sandy.)

Staff: Donna Dodd, Pam Butler

8:00 BREAKFAST

9:00 I. Call to Order (Action) C. Connerly

Charles Connerly called the meeting to order at 9:05

Members and staff introduced themselves.

II. ACCEPT AGENDA (Action)

The agenda was accepted unanimously.

III. APPROVAL OF THE MINUTES OF THE GOVENING BOARD MEETING OF APRIL 14, 2012 (Action)

The Board unanimously approved the minutes.

IV. UPDATE AND STATUS OF ACSP

President's Report - Chuck referred everyone to his written report in Dropbox and topics are outlined below:

- Chuck expressed appreciation to outgoing past President, Cheryl Contant.
- He also thanked two “retiring” members – John Landis (Penn), and Sheri Smith (Texas Southern).
- He welcomed new members (elected or re-elected) to the Government Board: Bill Goldsmith (Cornell), Michael Frisch (UMKC), Nisha Botchwey (Georgia Tech), Susan Roakes (Memphis), Karen Umemoto (Hawaii).
- Chuck indicated that for the first time in a while, there is a co-sponsor for the ACSP Conference in Cincinnati. The Lincoln Land Institute contributed \$1,000 to the conference. ACSP needs to continue to work to increase partnerships.
- Chuck announced that there will be two Presidential sessions at the 2012 conference—one focuses on three planning schools that are playing campus-wide leadership roles in promoting sustainability and community engagement: Oregon, Minnesota, and Iowa. Representatives of each planning schools will describe these programs and the impact they have had on communities and their universities. The second session focuses on the growing use of distance learning in planning education and in related fields. We will hear about two degree programs done through distance learning—one in community development (Kansas State) and the other in planning (Florida). In addition, one school (Ohio State) will describe its use of distance education in continuing education for planners.

- Chuck and AESOP President Gert de Roo discussed what should become of the ACSP-AESOP conference in light of the possible alliance with World Planning Schools Congress. Both agree that two joint congresses every five years would be disruptive for both organizations. However they recognize the special relationship that has developed between ACSP and AESOP and would like to continue that in some form. They agreed it is important to make an announcement of an agreement at the Congress in Dublin.
- Chuck appointed Martha S. (Marty) Sharpe (Old Dominion University) as the new Higher Education Administrator ACSP appointee to PAB (replacing Betsy Altmaier) until December 2013. Her interest in student outcomes makes her particularly suited since that is the direction that PAB is going. Betsy Altmaier had resigned in June 2012.
- Chuck re-appointed Bruce Stiftel to PAB for a second three year term running until December 2015.
- Chuck also gave thanks to all those who participated in making public comments into the revised PAB accreditation guidelines. He thinks the document as it stands now is a much better one than was presented a year ago.
- Chuck requested the elimination of the Committee on the Profession, which is currently inactive. The mission is unclear and has no members. A unanimous approval to disband the committee was made with the understanding that conversations with sister organizations would be at the Executive Committee level.
- Chuck gave an update on his communications with AESOP and the site committee in Dublin for the 2013 Joint Congress, July 15-19, 2013. Both he and June have been working as members of the Joint Conference Committee since Spring 2012. Their focus has been on identification of track names and track co-chairs as well as key note speakers. The call for papers will be out soon with abstracts due in January.
- Both Chuck and June have been involved in meetings with AICP Task Force on the Academy. In addition, Chuck has been in frequent conversations with AICP President Anna Breinich about ways in which the two organizations can work together. At this conference, incoming AICP President Lee Brown will lead a discussion with our members on the ways in which AICP membership can be more attractive to ACSP members. We got the conversation back on track when we asked for the withdrawal of the proposal to grant AICP membership to faculty without taking the AICP exam. The proposal was stirring up significant practitioner anger towards planning academics.
- Change in GPEAN charter. In June 2012 Chuck gave his support to the revised GPEAN by-laws which now call for one coordinating committee overseeing that body rather than two standing committees.
- The next Governing Board meeting will be in Chicago on April 13, 2013.

Vice President's Report - June referred everyone to her written report in Dropbox and topics are outlined below:

- Publications portfolio—June led the negotiations with Sage for possible renewal of the JPER contract with Sage. (See more under item VIII JPER below).
- Conference portfolio
 - a. ACSP 2012—June noted the changes in how AICP CM credit is obtained. Presenters are now required to identify learning outcomes in their proposals. These are then used to obtain advanced approval from AICP for CM credit. This year all non-paper sessions were approved in advance of the conference for CM credit. This means that AICP member faculty and practitioners do not have to worry whether the sessions they are attending will be approved or not as has been the case in the past. June also assisted with publicity, especially among graduate students, and other preparation as necessary.
 - b. AESOP/ ACSP 2013—She is serving on an active planning committee for this joint Congress, along with Stacey White, Zenia Kotval, and Chuck Connerly, from ACSP, and several members from AESOP.
 - c. ACSP 2014—she has worked with several prospective sponsors, including UNM, and will help finalize the Memo of Understanding with the three Philadelphia co-hosts. (UNM has since withdrawn its interest in hosting a conference in 2014).
 - d. ACSP 2015—developed a new model, the “pre-proposal.” Successfully worked with one site which has submitted a pre-proposal, jointly co-hosted by Texas Southern and by Texas A & M.
 - e. Administrators’ conferences—see report of the Committee on the Academy; June said there has been exceptional work by those involved.
- AICP/ APA relations
 - a. June has participated, along with Chuck Connerly and Genie Birch from ACSP, and several others, in a task force which has been consulting about AICP membership for ACSP faculty.
 - b. See Item a under Conference portfolio, above.
- Other
 - a. Participated in meetings of the officers; this included offering feedback as necessary on various matters arising.
 - b. Developed a deeper understanding of the organization.

- c. Negotiated with her Dean for possible staff assistance for the President 2013-15.

V. CONNECTIONS TO OTHER ORGANIZATIONS

APA/AICP News

P. Farmer/A. Breinich/L. Brown

Report came from Lee Brown who was the only one present at the time. Comments included the following:

- Stated that as a planning consultant he has a strong relationship with ACSP and not just as a tag along with PAB.
- He has been looking at PAB changes and recommended the changes to the amendment.
- He said that membership continues to grow. They have more new members than those dropping their membership.
- CM credit loss is less than 10% and only 1% in the last go around. He said new members in mid-career as well as newer students appreciate that all members continue to get CM credits.
- They are pushing to get an improved CM submission application.
- They are looking at advanced certification of transportation and environmental as well as creating an urban design certification.
- There has been a modest decline in applications for AICP fellows. Their contributions are valued as they are engaged.
- Lee Brown is on the Host committee in April at the conference in Chicago.
- He said the task force on whether tenured faculty could automatically get AICP designation was a hot discussion and has been tabled.
- Mitch Silver sent a letter to Chuck which was added to Dropbox. Several items he shared were:
 1. Thanks were expressed for the productive relationship between APA, AICP, ACSP, and PAB on the successful collaboration which produced the new PAB criteria.
 2. The APA Board adopted a new strategic direction in 2011 to address the role of post-secondary education in shaping the future of the profession of planning by working with our partners in ACSP and PAB in changing curricula and creating leaders of tomorrow. He says that they have achieved this accomplishment within the first year.
 3. As a result of APA having launched the “Daniel Burnham Big Ideas Forum” he has appointed a diverse group of leaders to serve on an Emerging Issues Task Force. Eugenie Birch serves as the Chair of this committee. The hope is to produce a report that will stimulate a change in thinking among planners.

PAB

The ACSP Governing Board accepted the October 2012 report presented by the Planning Accreditation Board.

- 1. Revision to change process for accreditation standards and policies – Cheryl Contant led the discussion.**

PAB's unsuccessful application for re-recognition by the Council for Higher Education Accreditation (CHEA, the "accreditor of the accreditors") is due to insufficient independence and separation in determination of its standards and policies. The proposed change process addresses this issue by modifying the votes (and affirmation) to **advisory** in nature, giving PAB the ultimate responsibility.

The draft document was shared with everyone in both the red-lined version and the clean document. The proposal reads as follows:

Amendment and Revision Procedures

The PAB involves each of its constituencies and the public in reviewing all aspects of its accreditation standards. Proposals for amendments can be submitted to the PAB for consideration at any time. The PAB itself will consider the need for such revisions on an ongoing basis as part of its regular duties. Final approval, authority, and responsibility for revising the accreditation policies, procedures, and standards, however, rests with the PAB.

1. Proposals for Amendments and Revisions

Proposals for amending accreditation standards shall first be submitted to the PAB for review and recommendation. If the PAB recommends an amendment to the standards, the PAB will notify the AICP president and the ACSP president. Notices regarding the proposed amendment will be: placed on the PAB website and in APA/AICP and ACSP publications; directed to administrators of accredited and non-accredited programs and their chief executive officers; and directed to other specialized accreditation bodies recognized by CHEA. All parties will be invited to submit their comments within thirty (30) days of the respective notices. At the end of the thirty (30) days those comments regarding the proposed amendment will be placed on the PAB website.

Following review of these comments, the PAB may revise the proposed amendment before forwarding it to the AICP Commission, the APA Board, the ACSP Governing Board, and placing it on the PAB website. A second thirty (30) day comment period follows, at the end of which the PAB will consider advisory recommendations from the AICP Commission in consultation with the APA Board, and the ACSP Governing Board, as well as any other comments received. PAB may further revise the proposed amendment prior to taking official action for final approval.

Cheryl made a motion to approve the above amendment and June seconded the motion. It passed unanimously with 15 votes with 2 noted absences.

Further discussion ensued:

- This issue reinforces the importance of ACSP communication with our representatives on the PAB. It is the responsibility of those PAB representatives to keep the governing board informed of important PAB business. Changes to accreditation standards and the relationship between the sponsoring organizations are especially important to ACSP and its Governing Board. It is also the responsibility of these appointees to represent the interests and concerns of ACSP and its Governing Board to the PAB.
- A concern was raised about whether ACSP members will lose the opportunity to voice their comments on any proposed changes. PAB representatives pointed out in the text, the ability to receive 30 days plus an additional 30 days of comments.
- June expressed the need for clarification of communications between ACSP reps and the board. Barbara responded by saying that a report comes out every six months and referred everyone to the October 2012 report on Drop Box.
- It was asked whether PAB can send a copy of their approved minutes to ACSP, APA, and AICP and it was agreed that “yes” this was a good idea and would help communications.

2. Changes to PAB’s Articles of Incorporation

Article V (Members and Corporation Directors) PAB requested clarification language to say that:

- *APA Public Member appointee shall not have professional credentials in planning.*
- *ACSP Higher Education Administrator appointee shall have no formal credential, knowledge or experience in planning education.*
- PAB funding: clarification language that says the members shall support the Corporation financially according to *the following policy established by the members in April 2000: 50% of annual revenues from annual fees to schools: 50% of annual revenues from the AICP and APA. The annual fees are invoiced each October 1 for payment by December 1. The AICP and APA shall deliver such payments to the corporation by the 15th day of each month*

A motion on the above was made and seconded and carried: 13 in favor, 2 abstentions, 2 absences.

Article X (Amendments) PAB requested clarification language to say that:

- Amendments to Articles: clarification language such that a non-response equates to approval after 90 days:
Upon approval by the board of directors, the Corporation shall provide written notice of the proposed amendment, including a copy of the text of the amendment to each member *no less than 30 days before regularly scheduled bi-annual meetings of the respective members. The propose amendment shall be deemed approved by the members upon the occurrence of either of the following:*
 - (1) *All members affirmatively approve the amendment; or*
 - (2) *No member delivers to the Secretary of the Corporation a written objection to the proposed amendment within ninety (90) days after notice of the amendment is sent to the members.*

A motion was made and seconded on the above article and was approved – 13 approvals, 2 abstains, and 2 absences.

3. Request for waiver of ACSP and APA conference registration fees for PAB appointees: prohibitive cost for participation given PAB duties.

APA (Cont'd)

Paul Farmer arrived late and talked to the group. Comments included (and some were shared earlier by Lee Brown):

- The free student membership for students is going very well. They have some 4000 student memberships.
- Faculty has also shown an increase.
- There are 3000 paid student memberships for a total of 7500 members.
- They are revamping the 5 year early career program.
- There are 65% public sector employees.
- April 13-17 is the National APA Planning Conference.
- The Transportation and Environmental Certificates are ready with the Urban Design one being worked on. (This is an update of what Lee Brown said.)
- There will be a “tweaking” of the exam. Right now there is an average pass rate of 63% with accredited schools at 75% and others at 50%.
- There are members in 90 countries.

**International Programs Liaisons
Canada (no report)/GPEAN***

T. Harper/C. Silver/B.Stiftel

NAED*

12:30 LUNCH

Governing Board held discussion after lunch regarding the World Planning School's Congress (WPC) and how it impacts our conference, including the budget and the needs that our conference addresses, i.e. students. Cheryl suggested that maybe for now we express an endorsement of interest in maintaining our presence in an international conference with financial and logistics problems to be worked out later. (One concern would be Donna Dodd's salary).

Georgia Tech would like ACSP's endorsement as a possible location for WPSC.

ACSP is interested in exploring – down the line- the possible co-sponsorship of the conference with Congress of World Planning Schools.

Motion: ACSP will hold its conference in conjunction with World Planning Schools Congress in 2016 if the Congress is held in a North American location.

Passed 16-0 with one absence.

VI. STANDING COMMITTEE REPORTS

Finances and Investments**

C. Andrews

Clint Andrews, Treasurer, provided treasurer's report. For the fiscal year 2012 there were total revenues of \$569,483, total expenditures of \$511,452, a net surplus of \$58,031, and ending total assets of \$418,644. These assets are adequate for reserves as required by the bylaws, JPER editorial transitions, and some strategic initiatives.

He said the asset allocation is extremely conservative, with \$122,944 in a Merrill Lynch money market account, \$117,965 in CDs, and the remainder in a checking account. Interest earned was \$1,098.

He said for next year they will investigate investment options that offer higher potential returns but do not expect a major change in our current conservative asset allocation strategy.

He also introduced the issue that the annual conference is not generating surplus revenue. A discussion ensued on how to increase the revenue, while staying true to the organization's mission.

A motion was made that for the spring meeting, the treasurer and the conference committee prepare a proposal regarding whether and how to raise registration fees

including a proposal regarding the subsidization of students. Motion carried unanimously.

The treasurer will present the preliminary proposal to the Executive Committee meeting prior to the next full board meeting.

Motion that the Treasurer review the capitation fee to the table, which has not changed since 1991. Motion carries unanimously. Clint asked for an ad hoc committee to help him with this issue.

Membership*

S. Bradbury

The membership report on drop box states that the number of Full members has increased by 8 schools over the last two years, while corresponding and affiliate memberships have declined somewhat. Note that part of the reason for the increase in full members is that schools who were affiliate or corresponding have become full members, hence the growth in one area of membership and the decline in the others. Overall the total number of schools who are members has increased slightly over the last two years from 130 schools to 135 schools.

Nominating and Elections*

C. Contant

Cheryl reminded Board that elections were upon us. The last election resulted in 61/101 schools casting their votes.

Conference**

S. White

2012 Cincinnati

J. Chatterjee

Jay reported that things were going very well.

2013 Dublin

Z. Nedovic-Budic/C. Connerly

Chuck gave update above under item IV of his President's report.

2014 Philadelphia

J. Landis

John stated that Sheri has done a pre-proposal and now has to do a solid proposal.

2015

J. Thomas

June gave an update above under item IV in her Vice President's report.

Other Conference Issues:

- Award schedule

C. Connerly

Chuck posed the question of how awards should be handled with the conference being in Dublin. Perhaps have faculty awards in conjunction with the Administrator's conference with just the student awards given in Dublin?

Landis suggested they could be presented during a catered reception and that comments made by the big award winners (i.e. Paul Davidoff and the Planning Educators Award) could be recorded and posted on the website.

The decision was ultimately deferred to the Executive Committee.

AICP CM credits

Addressed under 2a in Vice President's report J. Thomas

PAB Advisory*

J. Mullin

VII. SPECIAL COMMITTEE AND TASK FORCE REPORTS

Special Committee

Committee on the Academy*

M. Howland

Ohio State has been selected to host the 2013 ACSP Leadership Conference to be held on November 14-16, 2013 with a confirmed hotel.

Doctoral Committee (written report not submitted)*

J. Landis

John reported that a successful Ph.D. workshop was held with 25 paid applicants. There were three days of intense work.

Also, John recommended online courses as a way for ACSP to invest in themselves. John will come up with a proposal and budget and get back to Chuck on this issue.

Faculty Mentoring*

V. Basolo

Diversity**

K. Umemoto

Karen presented the report including data showing that there is no apparent improvement in the number of faculty of color (non green card).

The Diversity Committee proposed a half-day faculty diversity retreat and workshops connected to the fall 2012 administrators' conference. They are also requesting \$5,000, which the Dean at USC will match, for a Pre-Doctoral workshop to be held in Summer 2013. Purpose of the workshop is to encourage and inform planning students (including

planning students of color) about obtaining a Ph.D. degree in urban and regional planning.

The motion to appropriate \$5,000 for the workshop passed unanimously. The Diversity committee will ensure that a task force is formed to make this happen.

Undergraduate Education Task Force**

D. Sloane

Sloane presented report. Their task force will continue to examine undergraduate education with an emphasis on obstacles and models. They believe that the future planning education has to include undergraduates. They will have a final report by the Administrator's Conference next year.

VIII. JOURNAL OF PLANNING EDUCATION AND RESEARCH**

S. Guhathakurta/N.G. Leigh
J. Thomas/L. Fargotstein

June appointed a small task force comprising of Subhro Guhathakurta, Mike Hibbard, and Weiping Wu to work with her on the review of the JPER contract. She also consulted with Chuck on key points. The Sage contract is due to expire December 31, 2013. She determined that staying with Sage is the best option for several reasons:

- Sage's constantly improving the terms of their offer.
- The progress of JPER in the last year.
- Concerns about the negative implications of switching.

Motion made and approved unanimously to approve the contract with Sage.

IX. STUDENT REPRESENTATIVE REPORT

P. Mallow/A. Yerena

Peter Mallow's comments included:

- Said there are 1000 members (up 200) on the Bowling League now.
- He wondered if postings could be mechanized to show up from Planet to their list serve. It would be very helpful if their list serve could receive direct information about jobs.
- He would like to have a replacement for the University of British Columbia Ph.D. student Jamboree students now that John Friedmann is retiring.

Chuck asked Peter to send him information on the conference.

Peter and Anaid Yerena also indicated that the workshops that Leonnie Sandercock and John Friedman did were very helpful but for reasons of funding they were no longer doing it. They both expressed encouragement for ACSP to find a way to continue.

X. INTEREST GROUP REPORTS

Faculty Women's Interest Group (no report)*	L. Schweitzer
Global Planning Educators Interest Group*	G. Shatkin
Planners of Color Interest Group**	J. Lowe/C. Irazabal

Jeffrey and Clara were unable to make it due to the storm.

XII. NEW BUSINESS

There was no new business.

XIII. UNFINISHED BUSINESS AND GENERAL ORDERS

C. Connerly

There was no unfinished business/general orders.

The meeting was adjourned at 4:05 pm.