



Association of Collegiate Schools of Planning

Spring Governing Board Meeting - March 25, 2015, 8:00 AM to 5:00 PM
The Grove Hotel Downtown Boise, Idaho - River Fork Room, 3rd Floor

- 7:45 Breakfast Served in the River Fork Room, 3rd Floor
- 8:20 Brief Orientation session for those interested/returning to board* J. Thomas
- 9:00 **I. Opening the meeting** J. Thomas
 - Call to Order {ACTION}
 - Introductions

Those in attendance: June Thomas, Lois Takahashi, Clint Andrews, Avis Vidal, Bruce Stiffel, Michael Frisch, Carissa Schively Slotterback, Vincent Reina, Marlon Boarnet, Barry Nocks, Bill Goldsmith, Sanda Kaufman, Christine Bae, Monica Groh, Donna Dodd.

The president determined the presence of a quorum with 11 voting members attending.

- Consent Agenda {ACTION}
 - Nominating and Elections* (posted folder 8)
 - Institutional Governance* (posted folder 8)
 - FWIG report* (posted folder 11)
 - GPEIG report* (")

June Thomas reminded the group what the consent agenda is, and reviewed the reports that will become part of the consent agenda. She asked for approval of the reports and they were approved unanimously.

- II. Approval of Minutes October 29, 2014 {ACTION}** A. Vidal

The minutes were unanimously approved.

- III. Regular Agenda Approved {ACTION}**

The agenda was unanimously approved with the addition of a business check, suggested by June and added under New Business.

- 9:15 **IV. Update and Status of ACSP**
 - President's Report J. Thomas

June reviewed her assessment of ACSP's status, divided into challenges and successes:

Challenges: 1) International linkages – how do we rebuild the relationship with AESOP other than the connection between our doctoral students and their Young Academics;

- 2) Launching the new web site and marketing strategy is taking longer than expected; Monica from APA may be able to help with this;
- 3) Continuing operational issues, with considerable staff turnover (there have been 3 staff in President's assistant position since October):
- 4) Committee management issues – keeping the committees adequately staffed is a big job, and there's no capacity to tell whether they are doing the work – it's a black box; Chuck's illness created major issues, since as past president he carried three important committees;
- 5) The biggest issue is keeping all the balls in the air with high levels of performance, e.g. we had clear signals of developing problems with the Administrators' Conference for months. June doesn't believe we have the management structure for all of it, but addressing the issues costs money.

June's reflection – she was a board member about 20 years ago, much later she came back into the fold; about 2005 she began paying more attention. The organization has grown a lot, but the management structure has not. (See her report on ACSP's organizational changes over the past ten years, newly posted in the DropBox for more detail on this.) Her assessment is that we're doing many more activities (e.g. more interest groups, diversity activities, bigger agenda for JPER), with no parallel development of management structure. The recent changes to the by-laws tried to address some of these issues, but a deeper conversation is needed.

- Advances:
- 1) Progress on the international front mainly due to the student representatives' relationship with AESOP's Young Academics;
 - 2) Major strides in research for the web/marketing strategy;
 - 3) New staff person;
 - 4) Persevering with committees, very few people turn down the invitation;
 - 5) We've learned a lot of lessons and have new strategies because of it;
 - 6) JPER's significant royalties this year.

Avis asked what the plan is to document the problems and how to avoid them in the future. June believes we need to work on the institutional memory issue to help everyone do their jobs better in the future; this is on the agenda later in the day.

Vice-President's Report

L. Takahashi

Lois's report will take the form of all of her sections on this agenda.

Treasurer's Report

C. Andrews

Clint walked the group through the graphics in his report in DropBox, noting that they are all based on 8-year averages, and that the current year does not yet include the conference. Big picture, there are no major changes. Avis asked several questions about cash flow and what happens to the interest earned on investments. The interest goes back into the strategic initiatives fund.

Secretary's Report

A. Vidal

Avis had nothing to report at this time.

There is a board member who has never shown up for a board meeting; this person has now missed at least three meetings. The main concern is that a person's regional schools are not being represented well if the elected member is a no-show.

- After a brief discussion that mainly emphasized the importance of signaling that Board membership needs to be taken seriously, the board agreed to create a policy. Michael Frisch made the motion, "If an elected board member misses two consecutive meetings, the president may appoint a new member." Seconded by Carissa Schively Slotterback. The motion carried unanimously.

V. ACSP Agenda 2013-15 (i.e. Presidential Agenda)

J. Thomas

June referred the group to her report in the DropBox dated yesterday, and suggested a new title for this report rather than "President's Agenda"—a lot of people in the organization work on this, more as a strategic plan. She reviewed the information in the report.

A. Connections among planning faculty and schools: The annual conference was a success, but the Administrators' Conference was canceled. Lois will try to salvage the New Chair's School at the Houston conference. June and Lois will be monitoring closely the summer workshops for pre-doctoral students and junior faculty of color. June has buttressed the PAB Advisory Committee by adding two new members: Mickey Lauria and Justin Hollander. She has still not made a decision about a new chair when John steps down. Vincent is organizing summer webinars for doctoral students on navigating the job market. Work continues on identifying a vendor to create a new web page. Planet continues to present issues; June offered to have ACSP take it over and put it on Google Groups, but Bill Page now says it will take a year to arrange the transition.

Vincent noted that the screening process Bill uses for Planet membership is still unclear; junior faculty continue to have trouble getting on. The group suggested that Donna send Bill a list of capitated faculty so he can assess more quickly who is a capitated member of ACSP. Carissa suggested that we develop a time line for the transition, and June will send him a proposal. She continues to think that it is a problem that Planet is such a big part of "connections" but is not under ACSP's control. June has been attempting to increase the visibility of the Governing Board to the membership via emails to the ACSP list and to PLANET.

B. Connections with Diverse People: We continue to support the Diversity Workshop. June joined the planning committee for the workshop after Karen stepped down, since they went for four months without a meeting; they now have an agenda. June and Lois are keeping a close eye on the Committee; Hazel Edwards has agreed to serve as the next chair, but June needs to make a new appointment to the committee. In support of PAB's Diversity Task Force, June has named five appointees to serve on it. The Harvard workshop is coming up this summer.

Avis suggested always having a "chair in waiting" for committee leadership, at least for the standing committees. June has done so already for some committees but believes it's the

special committees with the critical workload that need to be watched. Bruce Stiftel noted that over time, ACSP has moved away from requiring that committee chairs meet with the Board, at least at the conference meeting. That may be a missed opportunity – people feel more accountable if they have to show up. This would, however, raise potential issues about the length of the agenda.

Carissa suggested that the regional representatives might be able to suggest people to serve on committees, and certainly she would be willing to make suggestions for future committee members. June asked her specifically for PAB Advisory ideas. Avis brought up the idea discussed by the Executive Committee to put out an invitation to the general membership for volunteers to serve on committees. Bill Goldsmith suggested the regional representatives might also send out such an invitation. Bruce Stiftel suggested regional reps could reach out on a more personal level to the chairs in the reps' regions, posing questions, asking about their status, etc. -- in other words, creating an on-going relationship on behalf of the ACSP Governing Board. June suggested putting "job descriptions" or purpose and expectations on the web so members understand better how their reps can help them. This job description should also be put in the orientation manual. Carissa will draft proposed language for the web, checking the language with the other regional reps before anything gets posted on the web.

- June asked for a motion, and Carissa Schively Slotterback moved that "we clarify expectations for regional representatives and emphasize the important role they play in communicating with schools in their region." Second by Bill Goldsmith. The motion carried unanimously.

Diversity initiatives

J. Thomas

These were covered in the President's Agenda discussion above.

Pre-doctoral workshop 2015

L. Takahashi

The Oklahoma proposal is in Dropbox. The program will run July 28-31. The registration web site will be up next week, and they are working on their roster of speakers.

Bill expressed concern that the planning seemed to be running late; people have to get the word about the workshop before they make their summer plans. This led to a discussion of how better to support the workshop hosts. Marlon offered his assistance to kick start the action of the local host for this workshop; he could provide an electronic copy of all the materials he used. Lois noted that the Executive Committee had discussed the need to have an MOU for these workshops, but there is not one in place for Oklahoma. Carissa suggested developing a task list or template for workshop local hosts, laying out expectations about what all of the parties need to do, and expectations concerning outcomes. Bruce Stiftel suggested a structure, analogous to the Conference Committee, in which the people who have done it before can offer assistance and advice to the current host. Avis suggested confirming much further in advance who the local hosts would be for the individual workshops.

June noted that a longer term issue is which committee should oversee the workshops, including tracking the attendees so ACSP can assess their value. This is a challenge, because there is often a considerable lag between the workshop and the time a student actually applies

to a doctoral program, so the committee that oversees the workshops would need staff support for tracking. Lois observed that in some cases, students who are new to planning decide to do a Master's first.

- Marlon Boarnet moved that the "PreDoctoral Workshop will have an MOU, an advisory committee composed of present, past and future co-hosts to guide the program creation, and that the administration including solicitation of new local hosts and evaluation by participants will be moved to the Committee on Diversity over a period of months." Second by Clint Andrews. The motion carried unanimously.

Web update/educational outreach

L. Takahashi

Lois directed people to the summary report of agencies we've contacted. Lara contacted over 100 firms and identified about 25 potentially promising ones to pursue in more detail. Some were very clear that ACSP doesn't have enough money. Some felt that we were not able to specify the marketing part of the work well enough, and were not interested in that work until we did a market study. Some had no experience with anything like our conference abstract management requirements.

Discussion surfaced several issues board members thought needed to be kept in mind, including taking ongoing costs, such as hosting and upgrading, into account, and the fact that many off-the-shelf conference management packages are now readily available, e.g. Easy Chair. Donna noted that our current system was built before such packages were available; we own our system, and make money on it. If we buy software off the shelf, we will need to move to a different business model.

Approval process going forward {ACTION}

J. Thomas

June asked the board to determine how we should proceed on making the ultimate decision of which agency to go with. The board could make the decision, via either a conference call or skype, or could delegate the decision to the Executive Committee, or a subset of the Executive Committee. Clint and Avis both felt that the task, and the range of skills needed, was too big for the Executive Committee alone.

- Michael Frisch moved that "a committee should review the proposals and recommend a vendor, and should prepare a one-page description of why the committee determined the agency or agencies are being recommended. This proposal would be sent to the Governing Board with a timeline for decision and the vote will take place by email." Clint Andrews seconded the motion. The motion carried unanimously.

The committee will be chaired by Lois and include Clint, Donna, and Vincent Reina. Monica Groh will recommend a technical person from APA to join the committee, and Lara will advise.

LUNCH in the Rapids Room, 3rd Floor

VI. Allied Organizations

APA

Monica Groh

Monica Groh introduced herself and explained her new position with APA that involves everything related to students and young professionals. Getting students more engaged and getting more of them to convert to regular member status when they graduate is an APA priority. The drop-off rate is high, because students say they don't want to be traditional planners, so conveying the diversity of possible careers is key. APA has added an Emerging Professional track and mentor matching to the conference, and will vote at their next meeting about whether to let Divisions give free student memberships. Possible partnerships with ACSP are many and Monica encourages ACSP to look to her for any staff support within APA.

Part of the discussion concerned the need to make planning and planning education more visible. Even when we have famous graduates of planning programs such as Richard Florida, the media makes no connection with the planning field, and R. Florida hardly does as well. Avis suggested working with APA on development of the career profiles of the "greats". What kinds of themes do we want? What kinds of things do the students care about when they're making a career decision? How do we package those elements into a biography?

Monica suggested working more closely on the web aspects of marketing to students and young professionals. What do they want? What should the site look like? How are the skills they learn in school translated into skills necessary for jobs?

June recommended setting up a new ACSP/APA task force to discuss common interests concerning marketing and recruitment, and to institutionalize that as a continuing discussion. At the present, volunteers include Monica Groh and Carissa Schively Slotterback.

PAB**

B. Nocks

Site Visitor Recruitment

PAB's new policy for compliance with CHEA standards

Barry Nocks described the function of the PAB. He referred Board members to the extensive report in the DropBox and highlighted the following:

Bruce Stiftel will complete his term of service in November and ACSP needs to appoint a replacement.

A strategic priority for the coming year is developing a consistent definition of diversity to use in reviews. Their Diversity Task Force, liaising with Ann Forsythe from the Diversity Committee and Lisa Bates from POCIG, has developed a survey to go to schools, and will consult with an attorney about legal issues. June encouraged him to get the task force to look at the POCIG survey to see if a single survey could suffice so ACSP does not have to pay for two.

June discussed John Mullins' report to the ACSP on the difficulties of recruiting site visitors. Here is a full list of their summary of suggestions from ACSP's PAB Advisory Committee, copied from their spring 2015 report (now posted):

“In summary, here are our preliminary thoughts:

- 1) The site visit is too long and could be shortened by at least a day.
- 2) Evaluation time on site should be shortened by removing administrative items and shifting the review to PAB staff.
- 3) Administrative meetings should be lumped together.
- 4) The checklist categories need to be evaluated to determine how many are pro forma.
- 5) The process by which the selection of site visitors to specific schools needs to be studied.
- 6) Each school should be required to offer up at least one faculty member as a site visitor.
- 7) Each participant in a site visit should gain tangible rewards.”

Only some of these are under the purview of ACSP; June indicated that as of yesterday her e-mail to Barry Nocks forwarding our committee’s report is official notification to PAB of input concerning the matters PAB controls. Discussion about how ACSP can address this issue raised the question of whether ACSP can require schools to put up a faculty member as a site visitor, and whether there would be any enforcement. One suggestion was that the regional reps could inform chairs with no site visitors about this, and then promote the benefits of being site a visitor.

There was broad agreement that a statement of benefits of site visitor service should be be sent to planning program administrators. June will write a cover letter, send to PAB for review, then send to regional reps for delivery to chairs.

The group agreed that free conference registration for site visitors, which would be approximately \$400/person for about 30 people, would be too expensive.

June asked everyone to read the CHEA section of the PAB report and respond with comments directly to Bruce and Barry before end of next week.

Bill Goldsmith made the motion to accept the report by PAB. Sanda Kaufman seconded. The motion carried unanimously.

GPEAN

C. Silver

There was no report provided by GPEAN.

VII. Student Representatives

Summer Job Market Webinars**

V. Reina

Vincent Reina thanked the Governing Board and the Conference Committee publicly for the quick response and substantive changes to the abstract submission policies implemented this year that caused some difficulty for some students.

Vincent discussed the difficulty in recruiting a new student representative this year for the Governing Board (only one student applied). In the future he expects to talk with the Executive Committee about how to better nominate students and get them to apply for the position.

Two students were awarded travel scholarships to attend the AESOP Young Academics conference in Palermo. Ideas are being brainstormed about providing students more access to the Rio conference, including doing a joint session that might be fundable. Having this opportunity to become better connected to AESOP YA has also opened doors to other student groups in other countries.

Preparing for the Job Market webinars – Two or three of these will be offered over the summer. Summer is the best time (many application deadlines are in fall, so the conference is too late, and many students can't get travel money). Vincent reported that Bruce Stiftel and Kevin Krizek have agreed to be part of his committee to develop the summer webinars. A conference call will take place in a couple of weeks. Monica Groh offered Adobe Connect to test out this summer's workshops. She also mentioned the possibility of adding Google HangOuts (10 people signup), hosted by a seasoned professional after the workshop. Vincent will connect with Monica on potential additional collaboration. Monica agreed to join the webinar planning group.

Networking at the conference is still critical, and Vincent has developed a list of additional opportunities for student interaction that might be added to the conference. He has sent these to Rayman.

VIII. Standing Committees

Finances and Investments

C. Andrews

Some of this material was included in the Treasurer's Report; the details will be covered in the Budget discussion.

Nominating and Elections* [consent agenda]

Institutional Governance* [consent agenda]

PAB Advisory*

J. Thomas

This committee's report was at DropBox on March 23; discussion took place under the PAB's report. The committee has two new members since fall 2014 but someone still needs to be appointed who can become chair. June will seek ideas from regional representatives, who may poll their schools for several necessary committee members on various committees.

Conferences 2015 Houston

L. Takahashi

Avis urged members of the Governing Board to read the proposed mobile workshop sessions for Houston and provide feedback to the local host.

2016 Portland

L. Takahashi

2016 Rio

L. Takahashi

2017 Denver

L. Takahashi

These are all on track, with nothing else to report.

IX. Special Committees and Task Forces

Committee on the Academy**

L. Takahashi

Spring 2015 Administrators' Conference

Future Administrator's Conference

June reported on what happened; ultimately she would like to put something in place about lessons learned so we don't repeat this experience. The OSU local host did an outstanding job and very independently managed the conference. Maria Manta Conroy agreed to chair the Committee on the Academy after that successful Administrators' Conference, but due to inexperience with the RFP process and a very tight timetable, Chuck Connerly managed it on their behalf. There were two proposals, and the Committee did not make a recommendation. At the spring Governing Board meeting in Atlanta, we had a written ballot because one of the proposals put forth had a representative in the room. The Board voted for Boise.

Planning for actual sessions was very slow. The Committee lost Chuck in January. The department at Boise was closed at the end of January, and conference planning faltered even more; the agenda we finally received and posted was largely of local interest only, and travel costs were high. There wasn't a critical mass of registration. The Committee on the Academy was not clear about their mandate (nothing is posted on the web site and the by-laws say nothing because this is not a standing committee) so they weren't stepping in to help plan the conference; they saw this as the local host's responsibility. Because of this, we cancelled the Administrators' Conference, the New Chair's School, the diversity workshop, and the panel that PAB had planned to try to recruit new site visitors. ACSP incurred a substantial fee for canceling the conference.

Lois noted the continued demand for the New Chairs School, and is pursuing the possibility of incorporating it into the conference in Houston. Tim and Cheryl have both agreed to participate. Donna Dodd will be contacting chairs to assess the feasibility of their attendance in the fall.

At the Executive Committee meeting the discussion was to host future Administrators' Conferences at the APA national conference; this would make APA happy because they want their leadership and ours to mingle. But the response from some chairs was that the extended length of time away from their office would make it prohibitive.

Bruce Stiffler reflected on the history that around 1997 it was seen that ACSP was moving toward becoming a learned society, with its own conference and journal. Genie Birch worried that ACSP had stopped paying attention to the needs of the schools – chairs and deans needing to get together to talk. He feels that the model developed is successful and the attendance numbers (~70 at OSU) were very good. It was a short effective event, maybe 1.5 days; New Chair's School and the Governing Board meeting were held on the same day. (The Diversity Workshop was new at OSU.) The agenda was developed through a very participatory process, with many senior administrators involved and lots of people serving on panels. That created an agenda people liked, and a good pool of folks committed to attending.

Avis suggested we have at least one administrator on the Committee for the Academy. Maybe the Committee can poll current chairs to see if the two year model is best.

Carissa supported the current model and was concerned about the Boise event should not lead ACSP to change the model for an event that has been successful.

Bill commented positively on the Diversity Committee's program at the OSU event. He suggested following Bruce's model of setting the agenda through a very collaborative effort of the chairs.

June summarized that there is clearly much support for continuing with the conference, and asked for advice on the membership of the Committee on the Academy. Are they the right people to move forward with future planning? All current terms end in November. Other possibilities: Chris Silver, Wim Wiewel, Sharon Gaber, Deb Howe, Maria Conroy, Greg Lindsay.

- The decision is to host the Administrator's Conference in early spring of 2017 (Rio is in 2016), and to continue to work on delivering a New Chair's School at the fall conference in Houston.

Diversity* S. Sen
This report discussed in conjunction with the budget.

Doctoral* J. Landis
Mentoring* E. Blumenberg

Awards committees/updates (Davidoff, rotation) J. Thomas

June updated the group about the status of the Davidoff Committee and the efforts to add new members. After the Houston conference, Larry Vale will step down and Marcia Feld, who has served for 30 years, will retire from the committee. Jason Corburn will chair after November, and Ananya Roy will participate for the next go-round starting fall 2016. The proposed budget includes funds for a celebration at the conference of the 30th anniversary of the award, and recognition of Marsha's service.

The awards ceremony is becoming unwieldy. The Executive Committee is recommending some changes in the way awards are made to allow more time for each of the awards at the luncheon:

- Continue to make the two best dissertation awards every year;
- Make the McClure and Schon awards every other year;
- The Distinguished Educator award will continue to be made every other year;
- Interest group awards will be announced at the luncheon, but handed out at the interest group events;
- Insist that the award committees pick ONE winner and not have honorable mentions or "ties".
- Bill Goldsmith moved that the McClure and Schon awards go every other year contingent on acceptance by MIT, which funds the Schon award the motion was seconded by Clint Andrews. The motion carried unanimously.

Bruce noted that when Sandi Rosenblum was president, the Governing Board adopted a policy on awards; it included the criteria new awards would have to meet, including the fact that all new awards would have to be endowed. Donna will look for this policy statement.

X. Journal of Planning Education and Research*

L. Takahashi

The JPER report on the Dropbox folder shows the high level of performance by the editing team at GA Tech. Lois reported difficulty in finding new editors; she has no proposals. The big sticking point is cost to the host institution, especially release time for the editors. Bruce suggested changing the funding model and sweetening the deal for future editors, since revenues have risen.

**XI. Interest Groups
POCIG***

J. Thomas

The budget request includes \$2,500 to cover the costs of a climate survey they propose to do. They will survey all students in ACSP member schools, and expect to access the students through department chairs. The survey will get IRB clearance, and they expect a 30% response rate. We should point out to the POCIG that response to their survey might be adversely affected if it isn't clear that individual school reporting will not be shown in study results. We also want to remind them that the proposal says "all students" not just graduate students.

XII Budget Discussion**

C. Andrews

Clint walked the group through the spreadsheets of the proposed budget. Many items are standard every year and require no discussion, but he called the Board's attention to the following:

JPER royalties are up substantially from the previous year, and this permitted transfer of \$23,000 to the general fund. The restricted fund is in place to cover the costs of the transition to a new editor.

The annual conference was highly successful, but nevertheless lost \$9,300. Philadelphia is a costly location, and Pennsylvania did not certify ACSP's eligibility for an exemption to the state sales tax, which increased costs by \$18,000.

The cost of cancelling the Administrators' Conference is not clear yet, since it will depend on how many of the rooms we contracted for are sold by the hotel. We have budgeted for the worst case, \$31,000, and will also incur minor expenses to reimburse a few people for their air cancellations.

The budget for the Guide assumes the 21st edition will be a pdf.

FWIG has asked for more than the usual \$1,500 to cover the cost of a high-profile speaker, audio-visual set-up, and student lunch tickets.

GPEIG requested funds to build a new web site; the Executive Committee pulled that in anticipation of hosting them on the new ACSP web site.

The general fund budget includes \$47,000 approved in prior years to cover the new web site. On-going conversations with vendors indicate that the actual cost is likely to be more, but we do not yet have any actual quotes or estimates. After some discussion, the Board agreed to authorize up to a total of \$60,000 for this purpose.

- Clint Andrews moved to approve the budget. Bill Goldsmith seconded the motion. The motion carried unanimously.

Conference/cancellation costs

C. Andrews

Web/Educational Outreach—funding matters

L. Takahashi

There were both included in the budget discussion.

XIII. New Business

J. Thomas

Business Check

June asked, did we make the hard decisions that were necessary to make?

Transfer of institutional knowledge. Bruce noted that in the days of paper record-keeping, ACSP had a policy manual that was very helpful, especially to help orient new Governing Board members. It got updated, as needed, based on decisions by the Board. Donna will post a draft policy manual to Dropbox.

XIV. Unfinished Business/General Orders

J. Thomas

Boise State University

Jaap Vos

Jaap shared the story of the closing of his department. Lois suggests his participation in a roundtable in Houston, aimed at administrators, to discuss the kinds of pressures he described and possible responses to them.

Guide discussion tabled.

The meeting adjourned at 5:00