Minutes of the ACSP Executive Meeting

President Carl Goldschmidt called the meeting to order and introduced new committee members. Ed Kaiser (Vice-president) and Ann Watts (Secretary-Treasurer).

Present at the meeting were:
Michael Brooks (University of Illinois at Champaign-Urbana)
H. James Brown (Harvard University)
Ross Engler (Massachusetts Institute of Technology)
Carl Goldschmidt (Michigan State University)
Edward Kaiser (University of North Carolina at Chapel Hill)
Margarita McCoy (California State Polytechnic University, Pomona)
Yvonne Perry (Howard University)
W. G. Roessler (Texas A&M University)
Ann Watts (Virginia Polytechnic Institute and State University)
Guests: Vernon Deines (Kansas State University)
Carl Feiss (The University of Florida)
Edward McClure (University of Texas, Austin)
David Peuw (Texas A&M)

Minutes

Minutes of the previous executive meeting were read and approved.

Finances

The financial report covering the period between April 22, 1977 - September 30, 1977 was presented. (See Attachment A.) Projections for the period September 30, 1977 - June 30, 1978 were provided. (See Attachment B.) Finally, the financial report for the period July 1, 1976 - June 30, 1977 was presented. (See Attachment C.)

The financial condition of the ACSP/ASPO Guide to Graduate Education in Urban and Regional Planning was discussed. 592 Guides have been sold at last count, and it was estimated that 30-40 more might be sold in September. 635 copies is the critical figure for ACSP. After that we will begin to make some money on sales. The new editor for the third edition is Roger Hamlin of Michigan State University. Notices for revisions have been sent out, and final revisions should be completed by the first of the year.

Membership

Full membership has been granted to the Division of Man-Environment Relations in the College of Human Development at Pennsylvania State University, University Park Pennsylvania.

NEDC Report - Mike Brooks

Brooks reported that 4 institutions had been reviewed by NEDC on Oct 7 and 11 more were due for review on Oct. 8. Due to the large number of institutions which must be reviewed, there has been some pressure to have the committee meet monthly.

Henry Nightower and Mike Brooks, the ACSP representatives to NEDC, made an attempt this summer to solicit input from schools on improving the criteria that are being used. Suggested changes were mailed to all schools for comment. (Schools were asked to respond only if they were unhappy with the
modifications). Twenty responses were received, some of which expressed no concerns. The main objection the respondents had was to the suggestion that chairman must be tenured. It was concluded that this concern should be passed on to NEDC and the tenure recommendation would not be supported.

A motion was made to support the criteria changes noting the objections of those who commented. Discussion which followed concerned the amount of input the member institutions had been able to provide. The motion was withdrawn. It was decided that additional input would be solicited and the recommendations redrafted.

It was announced that AIP had informed ACSP that Hightower's NEDC term was completed this year and that Brooks' term would be completed next year. A process for soliciting nominees is needed. It was decided that the board would solicit nominees for the position from the various schools and would select an individual to replace Hightower (rather than providing two names and allowing AIP to select for us). Subsequently, we will need to decide whether we wish to maintain this process or move to direct elections.

School Review Committee - Vernon Deines

Deines recommended that we keep the school review committee, separating it from the School recognition process. President Goldschmidt will canvass those who are currently members to see who wishes to continue. Persons interested in membership should contact him.

Two Program Membership within One Institution

The question has arisen, now that we have a second institution with two distinct member programs, about how we should handle the dues and the voting of these distinct units. Currently the University of Cincinnati pays one institutional membership and splits its vote. After some discussion it was moved by Brown and seconded by Watts that: Separate, autonomous units within one university must each be full members, paying full dues and receiving full voting privileges. The motion was approved unanimously.

Reimbursement of National Officers

Previous policy has permitted ACSP to reimburse officers up to ½ their travel expenses. This is normally done only when the officer's institution is unable to provide funds. There are insufficient funds to do this on other than a "need" basis. The motion was made by Perry, seconded by Deines that: The present policy of reimbursement should continue and that it should apply to national officers and staff only. After some discussion the motion passed unanimously.

Proposed Budget

President Goldschmidt presented a proposed budget for 1977-78 (See Attachment D). Motion to approve the budget was made by Roessler and seconded by Brown. The motion passed unanimously.

The meeting adjourned at 11:00 because the general meeting was scheduled. The executive meeting resumed at 1:30 p.m.

ACSP Conferences

It was decided that ACSP should concentrate on having a strong program once a year instead of two programs, since this seems to overextend us. The
two day conference should occur in the fall in conjunction with the AIP meeting. The next meeting will be in New Orleans in the fall of 1978. Regional meetings will be held in the spring and the executive committee will meet in Indianapolis in the spring of 1978 in conjunction with the ASPO Conference.

The ACSP Bulletin

The bulletin costs a little over a dollar an issue, $1500 for 1200 copies. We will be undertaking a new format with considerably larger paper which will provide us with more space at a cheaper price.

Regional Representatives

The Constitution is purposely mute on the topic of how the regions are to be undertaken. The Southwest Region has formed a council made up of program heads. Other regions should proceed as they feel best.

International Contacts

The International Association for Urban and Regional Research and Education has requested that we meet with some of its members to explore our mutual interests in planning education. Goldschmidt and Watts agreed to do this.

Misc

It has been suggested that we need a faculty roster and an annual report on the situation of minorities in planning education. It was decided that the Guide covered this sufficiently.

It has been suggested that we need a study of faculty salaries. Roessler has access to some tapes. He will check it out.

Is ACSP in a position to act as a broker for research activities of member schools? It was decided that this was inappropriate at the moment.

There being no further business the meeting was adjourned.

Ann DeWitt Watts, Secretary – Treasure
Attachment A

September 30, 1977

ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING

FINANCIAL REPORT FOR THE PERIOD APRIL 22, 1977 - SEPTEMBER 30, 1977

Bank Balance April 22, 1977 (at last report) $ 4,093.53

Income
Dues $ 11,900.00
Subscriptions, Ping. Papers, Advertisements 975.40
Guides 34.00 $ 12,909.40

Expenditures
Bulletin - Winter Issue $ 822.91
Spring Issue 871.86
Summer Issue 759.04
Spring Conference - San Diego:
Breakfast and Luncheon Meeting, Reception 501.71
Travel 1,016.12
Operating Costs:
Michigan State University 584.76
M.I.T. 30.00
Bank Service Charge 2.34
Salaries
Co-Editor $ 1,300.00
Accountant 500.00 $ 6,352.74

Income balance after expenses for the period April 22 - September 30, 1977 $ 6,556.66
Bank Balance September 30, 1977 $ 10,650.19
# Attachment B

**September 30, 1977**

**ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING**


## Assets

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Bank Balance September 30, 1977</td>
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<tr>
<td>Outstanding Membership Dues 1977-78</td>
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<td><em>(37 Schools)</em></td>
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<tr>
<td>Estimated Other Income (Plng. Papers, Subscriptions, Advertisements)</td>
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**Total Assets**

$17,500.19

## Liabilities

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<td>Estimated Spring Conference Expenses</td>
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**Total Liabilities**

$16,475.00

**Projected Net Assets by June 30, 1978**

$1,025.19
Attachment C

Association of Collegiate Schools of Planning

July 1, 1977


Bank Balance July 1, 1976 $ 1,365.17

Income

Member Dues 10,850.00
Sale of Guide 428.45
Subscriptions, Advertisements, Png. Papers 890.60

Total Assets $ 13,534.22

Expenditures

Bulletin (Summer, Fall, Winter, Spring) 3,506.44

Regional Conference Expenses:

Rutgers University 300.00
Univ. of North Carolina 200.00
Univ. of Washington 200.00

Accreditation Task Force Travel Conference Expenses:

Chicago - Fall 1976 548.57
San Diego - Spring 1977 1,517.83

Operating Expenses:

Michigan State Univ. 1,082.75
Univ. of Illinois 500.00
Mass. Inst. of Tech. 53.00

Bank Service Charge .28

Salaries

Assistant Editor $ 3,000.00
Accountant 1,200.00 4,200.00

Total Expenditures $ 13,037.49

Bank Balance June 30, 1977 $ 496.73
Attachment D

Speculative 1977-78 Budget

Income

81 Member Schools @ $200 $16,200.00

17 Affiliate Schools @ $100 1,700.00

Guide Sales 200.00

Subscriptions, Ads, Papers 1,000.00

19,100.00

Expenditures

Salaries:

Assistant Editor 3,200.00

Bursar 1,300.00

Grad. Assistant 200.00

Bulletin Production 3,200.00

ACSP Guide 6,500.00

Office Expenses:

President and Bulletin 2,000.00

Bursar 100.00

Executive Committee Travel 1,600.00

Contingency 1,000.00

19,100.00
AGENDA OF COLLEGIATE SCHOOLS OF PLANNING

Meeting of the Executive Committee
October 2, 1977

1. Introduction of Committee Members and Visitors
2. Minutes of the Meeting of April 23, 1977
3. Financial Report
4. Membership Report
5. AIP National Education Development Committee
   a. Report by Mike Brooks
   b. ACSP-Proposed Revisions of Recognition Criteria
   c. Terms of ACSP representatives
6. School Review Committee - Interim Report
7. ACSP Guide to Graduate Education
   a. Sales Report
   b. Status of Work on Third Edition
8. ACSP Bulletin - Progress Report
9. Regional Organization: Meetings
10. International Contacts
11. Budget for 1977-78
12. Activity Plan for 1977 78
   a. ACSP Conference(s)
   b. The Future of Planning Education
   c. The Future of ACSP
   d. Possibles:
      (1) Roster of Faculties
      (2) Faculty Salary Study
      (3) Annual Report of numbers of female and minority faculty
      (4) ACSP Research
      (5) Workshops for Faculty
      (6) Others
13. Other Business