Minutes of the Executive Committee Meeting
Association of Collegiate Schools of Planning
November 5, 1987
Los Angeles, California

1. President David Sawicki called the meeting to order at 9:40 a.m.

2. Roll Call and Introductions (Black)

Executive Committee Members Present:

David Sawicki, Georgia Institute of Technology
Carl Patton, University of Wisconsin-Milwaukee
Alan Black, University of Kansas
Donald Krueckeberg, Rutgers University
Judith de Neufville, University of California, Berkeley
Jayanta Chatterjee, University of Cincinnati
Dowell Myers, University of Wisconsin-Madison
June Thomas, Michigan State University
Eugenie Birch, Hunter College
David Perry, SUNY at Buffalo
Michael Stegman, University of North Carolina
William Siembieda, University of New Mexico
Marsha Ritzdorf, University of Oregon
Eugene Grigsby, UCLA
Nancy Leigh-Preston, University of California, Berkeley
Mark Motte, Rutgers University

ACSP Bursar:

Rolf Engler, MIT

Members Absent:

Lawrence Susskind, MIT
Earl Starnes, University of Florida
Sandra Rosenbloom, University of Texas at Austin

A quorum was present.

Visitors:

Rezai Banai, Memphis State University
Tridib Banerjee, University of Southern California
Richard Bolan, University of Minnesota
Michael Brooks, Virginia Commonwealth University
Tom Dinell, University of Hawaii
Marcia Marker Feld, University of Rhode Island
David Forkenbrock, University of Iowa
Yvette Galindo, UCLA
Tom Galloway, Iowa State University
3. Minutes of April 26, 1987 Executive Committee (Black)

Carl Patton moved that the minutes be approved, Don Krueckeberg seconded, and the motion passed.

4. Membership (Engler)

Rolf Engler reported that there are currently 129 members, consisting of 91 full members, 16 affiliate members, 17 corresponding members, and 5 individual members. Northern Arizona University (Department of Geography) is a new affiliate member; the University of Sheffield, England is a new corresponding member, and Philip Clayton is a new individual member. Membership of the University of Nueva Leon, Monterrey, Mexico, has been cancelled for failure to pay dues.

David Forkenbrock reviewed the proposal made by a committee he headed in 1984, when the "individual member" category was adopted. It is intended for faculty members in departments other than planning and for practitioners. No real effort has been made to promote this category. There was discussion and several suggestions were advanced. A related issue is increasing subscriptions to the Journal of Planning Education and Research; Judy de Neufville said the current number is marginal. Patton moved that ACSP should actively implement the proposal made by the Forkenbrock committee in 1984. David Perry seconded, and the motion passed.

5. Financial Report (Engler)

Engler distributed a financial report for the period July 1, 1986 to June 30, 1987. This showed a balance of $26,832.76 on June 30. He distributed an activity report for the period April 15, 1987 to October 31, 1987. This showed a balance of $46,166.72 on October 31. He also distributed a projected budget for the period July 1, 1987 to June 30,
1988. This showed a projected balance of $31,179.01 on June 30, 1988. (The complete reports are attached.)

There was considerable discussion about ACSP finances that included suggestions that the dues be changed, the price of the Journal be changed, and ACSP should have a paid staff person. Alan Black moved that a committee be formed to consider and make recommendations on the management and financing of ACSP, including the following items:

1. the fee structure for members
2. the price for subscriptions to the Journal
3. increasing the number of Journal subscribers
4. increasing the number of individual members
5. other financial aspects, including the possibility of having a permanent paid staff.

Genie Birch seconded the motion. Several persons thought we should decide on the scope and content of ACSP's activities before deciding on whether and how to increase revenues. The need for two separate committees was suggested. Finally de Neufville moved to table Black's motion. Dowell Myers seconded, and the motion passed.

Then de Neufville moved to use the existing committee structure and ask the Committee of Review and Appraisal to determine the mission and operations of ACSP and come back with recommendations with respect to:

1. the activities the organization should be involved in over the next decade
2. revenue sources to support these activities
3. the intended membership or constituency of ACSP.

Marsha Ritzdorf seconded, and the motion passed.

Black moved to take his motion off the table and reconsider it. De Neufville proposed an amendment: This committee should confer with the Committee of Review and report to it before reporting to the Executive Committee. The amendment was accepted, and the motion was passed.

6. Planning Accreditation Board Report (Goldschmidt, Martin)

Carl Goldschmidt, Chairman of PAB, reported that the Board had begun a revision of the evaluation system intended to move towards qualitative evaluation of faculty, curriculum, etc. in place of quantitative criteria. This will be a continuing process.

The Board is also developing revised procedures for the accreditation process. Any proposed changes that they decide on will be sent to all ACSP member schools for comment.

This will be a heavy year for site visits; the Board is considering 23 applications. This is the fifth year of the accreditation system; after this year, the category of "recognized" schools will no longer exist.
Evelyn Martin reported that the next report to the Council on Post-Secondary Accreditation (COPA) is due in two weeks. This deals with self-evaluation of our experience with accreditation and demonstrating financial and administrative stability. A response from COPA is expected next March, and COPA will observe one site visit next spring.

There was discussion about who should approve the application to COPA and the time involved. The possibility of delaying the application to allow more time for ACSP review was considered. Missing this deadline would probably cause a delay of six months. It was decided that the ACSP president will try to review the application promptly, but should call a delay if he feels more time is needed.

Sawicki read a letter from Israel Stollman, Executive Director of APA, reporting that the APA Board of Directors had agreed to contribute $10,000 to PAB for each of the next two years.

7. PAB Site Visitors Pool (Wachs)

Martin Wachs reported for the committee that screens candidates for the site visitors pool. The committee met at New York in April and recommended three persons. Since then the committee has considered another 26 candidates and recommended 19. He read the names of those recommended. The ACSP president makes final nominations to PAB.

Wachs said the committee would like to sharpen the criteria for membership in the pool. Several issues have arisen, namely:

1. Should adjunct faculty be considered? The practice has been to exclude them.

2. Should people who are not planners but do teach in planning programs be included? The committee has been reluctant to approve such persons.

3. Should the time a person serves in the pool be limited? He suggested a five-year term with the possibility of reappointment.

4. Should we consider assistant professors in order to increase the number of women and minorities in the pool?

There was considerable discussion on the last point. Ritzdorf said some people have served on site visits over and over, while others in the pool have never served. It was explained that some members have never been able to serve because of time commitments or conflicts of interest. Sawicki concluded that the committee should probably be given a charge to reconstitute criteria for selection to the pool.

8. PAB Fee Collections (Engler)

Engler reported that the fee collection process has gone smoothly. Bills for 1987-88 will go out next March.
9. **Election Results (Stein)**

Jay Stein reported the results of the election just concluded. The following persons were elected:

**Vice President** - David Porkenbrock, University of Iowa  
**Secretary-Treasurer** - Alan Black, University of Kansas

**Regional Representatives**

- **Northeast** - Eugenie Birch, Hunter College  
  Julian Wolpert, Princeton University  
- **North Central** - Richard Klosterman, University of Akron  
  Michael Romanos, University of Cincinnati  
- **Southeast** - Wes Hankins, East Carolina University  
  Catherine Ross, Georgia Tech

Stein suggested that the next nominating committee should get an earlier start and should be sure to ask nominees if they are willing to serve.

10. **Student Election Results**

Sawicki read a letter from Darrell Meyer announcing that Mark Motte of Rutgers University was selected for a two-year term as a Student Representative on the Executive Committee. Motte was introduced.

Meyer's letter also discussed his committee's experience. It said that most candidates have been doctoral students and the timing of the selection process favors doctoral students. There was discussion about whether it would be better to have doctoral students or master's students. Perry moved that a committee be formed to review the selection procedure and criteria for candidates. Birch seconded, and the motion passed.

11. **Awards Committees**

The awards for 1) service to ACSP and 2) the best article in the *Journal of Planning Education and Research* were to be announced at the plenary luncheon two days hence.

De Neufville reported for John Landis, chair of the committee for the Edward McClure Prize (given for the best student paper). Only about a dozen papers were submitted, and they would like to give the competition more visibility. She moved that the award be given every year, that it carry a prize of $500, that only current students be eligible, and that an announcement of the competition suitable for posting be distributed early in the year. (At present the award is given every two years and the prize is $100 plus travel expenses to the ACSP conference.) Perry seconded and the motion passed, with one vote against.
The meeting was adjourned for luncheon at 1:25 p.m. Sawicki reconvened the meeting at 2:55 p.m.

12. Research Committee (Perry)

Perry distributed a preliminary report containing tabulations of early results of a survey of sponsored research units in planning that was begun in late summer. The committee will meet two days hence to discuss the results. A final report should be completed within a few months.

13. Journal of Planning Education and Research (Hopkins, Lim)

Lewis Hopkins reported that the new co-editors now have the galley proofs for their first issue, which should be published in January. The following issues will be published in March and May of 1988. They will select a book review editor in the near future. Invitations for new members of the editorial board have been sent out.

Gill Lim announced that the award for the best article published in the Journal each year will be named in honor of Chester Rapkin. Friends of Rapkin have donated $10,000 to establish an endowment so that the award will carry a $500 prize. The winner of the award this year is Janice Perlman.

14. Conference Status Reports

Buffalo 1988 (Stein)

Stein reported that dates for the conference have been changed to October 27-30. The conference hotel will be the Hyatt Regency, and the reception will be held at the Albright-Knox Art Gallery.

Future Sites (Patton)

Patton reported that Portland, Oregon, has been selected for the 1989 conference and Austin, Texas, for the 1990 conference. We should begin thinking about 1991 soon. Ohio State has expressed a desire to host the conference in 1992, when Columbus will be celebrating the 500th anniversary of Columbus's landing.

Ritzdorf said she will be program chair for the Portland conference, and Carl Abbott will be local arrangements chair. The dates are October 5-7, 1989. She raised the question of whether to start the conference on Wednesday instead of Thursday. After some discussion, it was decided this should be up to the Vice President, who has overall responsibility for conferences.

Dates for the Austin conference are November 2-4, 1990.
At this point the agenda was set aside to let three students from UCLA make a presentation about a conference held May 16, 1987 on "Accepting the Challenge: Gender, Race, and Disability in Urban Planning Education." The students were Susie Wirka, Mary Beth Welch, and Yvette Galindo. They submitted a resolution that they asked the Executive Committee to adopt.

Discussion followed about recruitment of minority and women students. Ritzdorf said concern should be extended to faculty as well. Stein suggested that foreign students be included. Finally Myers moved that the report and resolution be accepted for consideration by ACSP and that the students be thanked for presenting it. Patton seconded, and the motion passed.

15. **Student Recruitment**

A. **Graduate Guide** (Patton)

Patton said preparations will begin soon for the sixth edition of the Guide, as it is now our policy to publish it every two years. He will send out surveys in February and try to have the copy ready by May. The Guide will be printed during the summer and distributed before the fall 1988 semester starts. He is assuming the same press run of 10,000 copies and the same budget. Each school that wants a page will again be charged $250, which can be paid in this fiscal year or the next one.

B. **Undergraduate Guide** (Hankins)

Wes Hankins distributed revised revenue and expense estimates for this Guide, which is currently in preparation. A breakeven situation is now projected, and there may be a small surplus. It will be published in a new format comparable to that in the Graduate Guide. The initial press run will be 500 copies; more can be printed later if needed. He hopes to have the copy ready for the printer by December.

C. **Brochure** (Forkenbrock)

Forkenbrock reported that eventually 80,000 copies of the last brochure were printed and distributed. The net cost to ACSP was about $6,300. The project is now completed.

He suggested that work should start on a new version of the brochure, since a long lead time is needed. The last distribution was in spring 1987, at which time he told people to order enough for three years.

Sawicki asked Forkenbrock to survey the schools to find out how many want more brochures right away. If there is enough demand, there could be another press run of the last version.

De Neufville moved to request the new President to appoint a committee to consider issues about the future of the brochure, including pricing, redesign, how many to print, and securing pro bono assistance in design.
from architectural firms. Jay Chatterjee seconded. Ritzdorf proposed an amendment, that one member of the committee should be a master's degree student. The amendment was accepted, and the motion passed.

D. Research (Galloway)

Tom Galloway reported he had formed a subcommittee that was pursuing five elements in its program. The main focus has been on a survey of planning school graduates conducted by Amy Glasmeier and Terry Kahn at the University of Texas at Austin.

Kahn distributed a preliminary report on the survey and gave an oral summary. There were two phases. In the first, more than 3,000 addresses of planning school graduates during 1982-85 were obtained from 47 schools. In the second phase, telephone interviews were conducted with a sample of 40 persons drawn from the list. It is planned to do another 40 telephone interviews and then write a final report, which will be distributed to all ACSP member schools.

E. Minority Students (Grigsby)

Eugene Grigsby said minority enrollment in planning schools has been steady. Currently 16 percent of planning students are minorities, and it has been the same for the last five years. He described six strategy areas that his subcommittee came up with. He believes the group should be retained to devise an appropriate forum for dealing with the subject on a continuing basis. There should be a body able to provide technical assistance to schools, and there should be a permanent monitoring and reporting system.

Bill Siembieda moved that the committee be continued for another three years. The motion was seconded and passed.

F. University/High School Relations (Smith)

Richard Smith summarized a survey of how other professional fields organize and deliver high school programs. The survey yielded 16 programs, which were categorized in seven types (these were described in a memorandum he distributed). He recommended the model of national/local partnerships, in which a national organization acts as a clearinghouse and organizer for an extensive network of local affiliates. This model is used by the architects and the lawyers. We could use the local units of APA. He suggested that a committee be formed and authorized to confer with APA about participation, and also to contact the American Institute of Architects and American Bar Association about their experience.

Marcia Feld expressed strong reservations about this approach. She felt that educators are more appropriate than practicing planners to work with high schools. A one-shot project, like a film, is not worth the effort. What is needed is to contribute to high school curriculum on a regular basis, year after year.
Smith said he thought few planning professors are interested in dealing with high schools, but many professional planners are. There was discussion on this point. It was noted that Feld and several other planning professors had conducted successful high school programs. It was decided that the new President should follow up on the report and talk to Israel Stollman about the willingness of APA to contribute.

16. Committee and Social Responsibility

No one from the committee was present, and there was no report.

17. Committee on Special Interest Groups

No one from the committee was present, but a memorandum from Richard Klosterman was circulated containing the annual report of the Computer Users Group. During the past year, the Group published two issues of its newsletter and held two one-day conferences. Ritzdorf moved that the report be accepted, Birch seconded, and the motion passed.

18. Committee of Review and Appraisal (Krueckeberg)

Krueckeberg noted that a written report had been mailed to all Executive Committee members prior to the conference. It contained five recommendations. There seemed to be wide support for the first four, but the fifth is controversial. This concerned the scheduling of elections of officers and whether there should be multiple vice presidents.

Birch moved that the first four recommendations of the Committee be accepted, and the President be asked to carry them out. Ritzdorf seconded, and the motion passed.

There was discussion about the fifth recommendation and the four alternatives in it. Finally Krueckeberg moved that the matter be returned to the Committee for further study. Birch seconded, and the motion passed.

Then Ritzdorf moved that Alternative 4 in Recommendation 5 be adopted and implemented. (This stated: "Representatives to the Executive Committee of ACSP should be utilized on committees to distribute the load of work.") Birch seconded and the motion passed.

19. Other Old Business

Black reported that the Committee on Promotion and Tenure Policy had completed its report titled "Guidelines on Evaluation of Planning Faculty for Promotion and Tenure." This is being printed in pamphlet form, and copies will be sent to the heads of all ACSP member programs. A news item will be published in Update. Any faculty wanting copies of the pamphlet should contact Black.

20. New Business
Chatterjee suggested it was time to conduct another survey of salaries of planning faculty. It was agreed that Krueckeberg will ask Earl Starnes if he is willing to do this again.

Chatterjee said he had begun collecting ACSP archives at the University of Cincinnati, but he no longer has the time to keep them up. He suggested that a request be sent out to find whether any other school is willing to take over the responsibility.

Chatterjee noted that this was Sawicki's last meeting as President, and he should be commended for his performance. A round of applause followed.

Sawicki adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Alan Black

Alan Black, Secretary
University of Kansas