MINUTES OF THE EXECUTIVE COMMITTEE MEETING
ASSOCIATION OF THE COLLEGIATE SCHOOLS OF PLANNING

November 16, 1991
University of Illinois, Chicago

President Jerome Kaufman called the meeting to order at 9:15 a.m.

1. Roll Call

Executive Committee Members

Jerome Kaufman, University of Wisconsin-Madison
Catherine Ross, Georgia Institute of Technology
Carl Patton, University of Toledo
Eugene Grisby University of California, Los Angeles
Margaret Wilder, Cornell University
Chris Silver, Virginia Commonwealth University
Susan Fainstein, Rutgers University
Charles Hoch, University of Illinois, Chicago
Linda Dalton, Calif. Polytech State Univ., San Luis Obispo
Ray Burby, University of North Carolina
Ric Richardson, University of New Mexico
Raphael Fischler, University of California, Berkeley
Tom Galloway, Iowa State University
Alan Kreditor, University of Southern California
Ernest Alexander, University of Wisconsin-Milwaukee

ACSP Bursar

Rolf Engler, MIT

a quorum was present

2. Secretary's Report

The minutes of the Oxford, U.K. Meeting of Sunday, July 7, 1991 were distributed. It was moved, seconded, and unanimously voted to accept the minutes with the correction that the Oxford Meeting took place on July 7, 1991 instead of July 8 as quoted in the minutes.

3. In the absence of the Secretary-Treasurer, the Bursar Rolf Engler, acted as the recorder of the minutes at Chicago.

4. Bursar's Report

R. Engler reported on the financial activities for the period July 1, 1991 - November 15, 1991. He also presented financial projections covering the period November 15, 1991 - June 30, 1992. He stated that 51% of the 1991-92 membership dues have been collected. Regarding the new membership dues structure, R. Engler reported a smooth and general acceptance. Copies of the Bursar's reports are attached.
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On the membership, R. Engler reported the addition of five (5) new Individual members, a change by Cleveland State University to full membership from affiliate, and a cancellation by North Dakota State University.

5. Video Project

A thirty (30) seconds video clip was shown with the understanding that the final product will be an estimated eight minute video tape. It is projected that at the Washington, DC Conference in the Spring '92, the board will be shown the final project. A discussion followed regarding the method of distribution to the audience we are trying to reach.

It was the consensus that the video be part of a larger process to inform students in secondary schools about the planning field. An ad hoc committee will be appointed by the President to assist David Pugh in disseminating the video and in designing the larger educational process.

6. Post Oxford Conference

On behalf of David Forkenbrock, Jerry Kaufman reported to the board that outstanding issues with the Oxford Conference Organizers have been settled and that the books are now closed.

7. Proposed ACSF Budget Format

Based on the Oxford meeting, the Secretary-Treasurer was authorized to develop a new budgeting format. On behalf of Dick Bolan, Carl Patton gave a presentation following the format Dick had submitted to all the board members.

The essence of the format is that the following funds be established (which are in concert with the Fisher Committee):

(a) General fund (b) Outreach fund (c) Journal fund (d) Accreditation fund (e) Conference fund and (f) a Reserve fund. The reserve fund was an additional one proposed by Dick Bolan.

This new budget approach will assist the board to make better financial decisions and allows the board to do management and policy choices.

It was moved, seconded and voted to adopt Dick Bolan's budget format. After further discussions, it was agreed to eliminate the following from the reserve fund; (a) establishing a new checking account and (b) the requirement of a 2/3 vote of the Executive Committee before funds from the reserve could be moved. With these amendments, the motion was approved.

However, a balance sheet type report would still be required as entertained by Alan Kreditor.

8. Revenue Forecasts

Jerry Kaufman presented a projected revenue forecast. He outlined three scenarios based on different assumptions forecasting ACSF revenues from FY '91-FY'95.
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Scenario 1 based on the assumption of no change in membership and only considering the increases in dues for full members.

Scenario 2 based on the assumption of a successful marketing campaign to increase the number of affiliate, corresponding and individual members.

Scenario 3 based on scenario 2 plus dues increases for affiliate, corresponding and individual members.

A discussion took place on the foregoing. A concern was raised about a strategy to increase the number of individual members, some feeling this might change ACSP's structure from an institutional member school organization to an individual member organization. It was pointed out that the ACSP constitution, however, requires voting only by member school. Other suggestions related to giving priority to increasing the number of affiliate and corresponding school members, attracting more planning Ph.D. students to join ACSP, and finding sources of revenue other than through new members for ACSP.

9. Future Conference Sites

Catherine Ross reported on future conference sites. With Columbus, Ohio in place for 1992 and Philadelphia for 1993, the discussion centered around a 1994 site. Sites considered were Detroit, Michigan and Vancouver, B.C., Canada. The former would be hosted through the joint efforts of the University of Michigan, Wayne State and Michigan State University. The latter would be sponsored by the University of British Columbia, with additional support from the private sector. Beyond 1994, a possibility for an international site was raised, Paris, etc., a discussion followed on how sites are selected. R.F.P.'s go out to chairs. The executive board makes the final decision. Alan Kredit made a proposal to consider a south-west site which was echoed by Ric Richardson. No final decision has yet been made for the 1994 site.

10. Recruitment Brochure

Catherine Ross passed around a revised version of the brochure Planning: Urban and Regional prepared by Eric Kelly, Iowa State University. The draft will undergo one more go around by the committee. Additional comments or input should be addressed to Don Miller, U. Washington, who is the chair of the Review Committee on the revised brochure. It is projected that the brochure should be ready for the printer in February, 1992.

11. Undergraduate Education Commission

Linda Dalton reported that the Commission is continuing its work, reviewing the discussions that took place in Oxford and hopes to have a written report for the Spring '92 Conference in Washington, DC.
12. Ph.D. Committee

Judith Innes submitted a progress report on the Commission's work. Commission members are expected to complete the information gathering by the middle of January '92. A commission meeting will take place by the end of January in Berkeley. From that a basic report will be generated and be available for the Spring '92 meeting.

Several suggestions were made in the ensuing discussion about the Ph.D. Commission's progress report, among them that the Commission's report should have value in terms of the "threatened schools" issue, that the policy implications of the Commission's report for ACSP and planning schools should be drawn out, that the linkages of Ph.D. programs to master's programs in planning be considered. Jerry Kaufman was asked to convey the Executive Committee's suggestions and comments to Judy Innes.

13. Recruitment & Retention of Women & Persons of Color Standing Committee

Catherine Ross elaborated on the committee's work. She was pleased to see that PAB responded positively to the committee's recommendation on the PAB Accreditation Criteria Changes, as reported by Tom Galloway. Catherine indicated that reports from the sub-committees will be presented in Washington.

14. Student Activities

Lynn McCormick and Raphael Fischler presented their findings as to how ACSP might better serve students of planning schools. Their results were based on surveys conducted at Berkeley and MIT with both agreeing that ACSP is experiencing an image problem within the student body. More needs to be done to acquaint students to JPER (Journal), Update, improve communications, create activity of awareness. ACSP should be pro-active and work via chairpeople to reach students.

A motion was made by Margaret Wilder and seconded, to create an ACSP Student Liaison at all full member schools. The program chair should appoint the student liaison whose goal it is to reach the students of all degree programs within the member school. The motion was passed.

15. Strategic Issues Working Group Reports

(a) External Relations, Threats & Opportunities

Tom Galloway reported for the Working Group on External Relations, Threats, and Opportunities. Several issues were brought before the Executive Committee. For each, Galloway identified ACSP initiatives/actions currently underway. For a few, he recommended additional actions needed now. The issues were:

(1) Closing of the distance between planning education and practice and their institutional organizations (APA, AICP, and ACSP).
(2) Maintaining and increasing the quality of students entering the profession and contributing to the field's ability to attract the best students into planning programs.

(3) Coping with the increasing financial stress in American higher education and the increasing likelihood of closing of some planning programs. (Additional action needed: creation of an ad hoc committee to prepare a program of action for consideration at the Spring 1992 D.C. meeting — see item 22 of the minutes.)

(4) Contributing to the evaluation of public confidence in the processes and results of city and regional planning.

(5) Increasing the ability of planning education and the profession to adapt to the growing needs of gender equity and racial diversity of society.

(6) Increasing the ability of planning education to adjust to the structural changes brought about by global shifts and new technologies in world economies and societies, particularly in regard to the education of international students and the development of international research.

(7) Fostering an increased ability of planning education to critically assess past paradigms of teaching, research, and outreach and/or configure new and more diverse approaches to planning education and research.

(8) Increasing the ability of planning education and the profession to articulate and forcefully push forward a national agenda for American cities and regions. (Additional action needed: creation of an ad hoc committee to articulate ACSP's position.)

(9) Assisting planning education and the profession in reconciling the competing interests of maintaining an eclectic and open field in contrast to those approaches which call for strengthening the structural and exclusionary aspects of the credentialing mechanisms of the profession.

(10) Contributing to the resolution of the perceived dissonance between how planning appears to be evolving in a more regulative and bureaucratic form, versus the traditional values of planning which have been at the core of the contemporary planning movement.

Galloway noted that the ACSP-AICP Joint Task Force should add issues 2, 3, 4, 8, 9, and 10 to its program of work.
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(b) Conferences Working Group

Amy Glasmeier submitted a report on behalf of the Strategic Issues Conference Working Group. A number of recommendations generated from the sub-committee on which motions were made, seconded and approved — see the following:

Recommendation 1: The Executive Committee should establish a standing committee to formulate policies concerning conference activities and to assist the Vice President in conference-related matters.

Recommendation 2: ACSP should maintain the conference format which includes both business and academic activities.

Recommendation 3: Sunday sessions should be maintained. Allocation of papers to these sessions should remain the responsibility of the program chairperson.

Recommendation 4: ACSP should operate the conference with an expectation that a reasonable profit be generated. The level of profit should be arrived at on the basis of a discussion by the full ACSP Executive Committee. Profit levels should be monitored to reduce the possibility of excess revenue generation.

Recommendation 5: The number of events that are covered by the registration fee should be maintained. This includes breakfasts, lunches, and receptions. Conference hosts should be given guidelines regarding past expenditures of funds for the different functions. ACSP should reexamine the number of conference events on an ongoing basis and make adjustments in accordance with resources and organizational goals.

Recommendation 6: The registration fee structure should be kept uniform for all non-student participants. Key note speaker's attendance fee should be waived. ACSP should adopt a restrictive policy on refunds for individuals unable to attend the conference. Conference organizers should set appropriately reduced student fees.

Recommendation 7: ACSP should establish a mechanism that results in a handbook on ACSP conference organization. This book should be passed along on an annual basis to the host school. Host schools should be responsible for re-compiling the handbook to reflect innovations or changes implemented in future conferences.

Recommendation 8: Conference organizers should keep accurate and detailed accounts of all revenues and expenditures. These should be part of a full report on the conference to be submitted to the ACSP Board for review no later than the first Board meeting following the conference. The payment of any ACSP advance should be reflected in the accounts, as should the repayment of the advance to the ACSP Bursar. The Bursar's report should be completed before submission of the conference report.
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Recommendation 9: The executive board should explore the centralization of data-intensive and reoccurring functions associated with the conference.

Recommendation 13: Small schools should be encouraged to team up with other schools to host the conference. Small school encouragement indicates reorganizing the solicitation process to include examples of successful small school collaboration.

Recommendation 16: (A) Based on the Oxford experience, ACSP should explore uncoupling the conference location from the institutional location of the program chairperson. To facilitate this innovation, ACSP should explore decoupling conference program development from site selection. (B) Further, ACSP should consider obtaining the services of an arrangements conference coordinator who would negotiate arrangements for hotel and food services and coordinate other logistical functions.

Recommendations 10, 11, and 12, which refer to conference papers, abstracts of papers, and types of conference sessions respectively were deferred to the new Conference Standing Committee. So too were recommendations 14 on experimenting with conference revenue enhancement innovations and 15 on when to schedule conference business meetings.

(c) Board Communication Working Group:

Gene Grigsby reported on specific activities which could be implemented to enhance internal & external board communications

(1) develop a Board Notebook containing:
   -- ACSP By-Laws
   -- Minutes of the previous year
   -- list of committees and their charges
   -- roster of Board Members and list of member schools
   -- salient policies of ACSP adopted at recent Executive Committee meetings
(2) Develop a Board Mentor System
(3) Initiate a Board Self-Review
(4) Use UPDATE as the official communication devise
(5) Periodic Telephone Calls between ACSP, AICP, APA and PAB

On the foregoing, motions were made, seconded and approved.

(d) Electoral Process and Diversity Working Group:

The charge to this group, chaired by Don Miller, was to review current procedures for nominations and elections, for awards and recognitions now offered by ACSP.
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Discussion centered around the election process at member schools. The President was asked to write a letter to chair persons of member schools reminding them that the election process should be one of participation by all faculty of full member schools.

The President was also asked to appoint a committee to set up a distinguished planning practitioner award for individuals who made significant contributions to planning education. In addition, the President was directed to send a letter to all chairs of programs reminding them that they are their institution's representative to ACSP and that if they were too busy that they should delegate a faculty member as such representative for their program.

A motion was made and seconded to offer full membership (if the criteria are met) to Canadian Schools. The motion was carried. With a full membership, faculty from these Canadian Schools would then be eligible to run for the ACSP Executive Committee as Regional representatives. This would require a by-law change to add Canadian provinces to appropriate ACSP regions. It was pointed out that Corresponding members, which Canadian Schools currently are, do not qualify under the By-Laws for regional representation.

16. JPER

As of July 1, 1991 editorship of the Journal has passed to Chuck Connerly and Bruce Stiftel of Florida State University. A working group was formed to seek ways of generating new revenues and introducing cost saving measures regarding the Journal production. The group recommended a subscription promotion campaign as well as giving consideration for subscription rate increases.

The President was asked to communicate with the JPER editors asking them to submit a list of cost-saving measures based on the assumption of a 20% and 30% reduction of JPER current expenditures for the D.C. meeting of the Executive Committee.

17. Data Base

Margaret Wilder gave a brief progress report. It was suggested that the President appoint an ad hoc committee to centralize ACSP billings.

18. Global Planning Education Commission

An outline was given by Ibrahim Jammal, regarding the membership of the Commission and their pursuit of global trends in planning education. They are currently examining appropriate strategies for adapting a global approach to planning pedagogy. The commission is planning to meet in Buffalo in December '91, with further meetings at Michigan State, April '92 and Iowa State, September '92.
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19. ACSP-AICP Joint Working Committee – Future of Planning Education & Practice

Jerry Kaufman presented a summary generated from the September 13, 1991 Conference Call. Lead people, as identified in the summary, are asked to discuss the various topics in which they are identified and prepare a brief report by December 1, 1991 for committee review. Topics are as follows:

(1) AICP-ACSP Symposium at Washington, DC Conference — "The Urban Agenda for the 1990's?" A speaker is being considered from a list of possible choices

(2) Informal Get-Together at Washington, DC APA Conference

(3) Session at the ACSP Fall '92 Meeting in Columbus, Ohio

(4) Continued Education

(5) ACSP Promotion of Student/Faculty Membership and involvement in APA and AICP.

(6) Encourage Planning Programs in Historically Black Colleges and Universities and AICP support for Summer Institutes for Prospective Minority Planning Students.

(7) Review PAB Criteria, AICP Exam and What's Being Taught.

(8) AICP Promotion of ACSP Individual Membership and
(9) AICP Support for Planning Faculty Research on Practice.

20. ACSP-AESOP

Jerry Kaufman reported on an exchange of correspondence with Louis Albrechts, AESOP president, regarding the establishment of joint ACSP/AESOP committees on research, education, and policy, as well as a joint effort to prepare a reader on planning. AESOP has appointed the following people to co-chair these groups:

Education -- Klaus Kaufman

Research -- Ingrid Lundal

Policy -- Dick Williams

Reader on Planning -- Patsy Healey

Jerry Kaufman will appoint ACSP co-chairs for these groups.
21. **PAB**

Tom Galloway distributed copies of an audit report on PAB dated September 30, 1991. He also reviewed the procedure for commenting on the PAB accreditation criteria changes in response to recommendations of the ACSP Standing Committee on the Recruitment and Retention of Women and Persons of Color before final action on these criteria is taken.

22. **Threatened Schools**

Carl Patton presented a report on threatened schools and possible responses. Based on his review, a number of planning schools are in trouble as a result of the general economic problems in academe. Several ACSP member Schools face reduced budgets and possible elimination. Some argue that these problems may be due to temporary downturns in the economy, others feel that this is a long-term trend in lowered economic standards and lowered support for higher education. Enrollment trends do not favor higher education or planning as a field.

Carl presented possible actions to consider which fall in the (a) Preventive (b) Remedial and (c) Supportive arenas.

Tom Galloway made a motion, was seconded, for the President to appoint a committee to work on the recommendations made by Carl. Motion was approved.

23. **Subcommittee on Committees and Constitutional Change**

On behalf of Marsha Ritzdorf (Chair), Linda Dalton provided the Board with a hand-out outlining (a) some of the matters which do not seem to be covered by other subcommittee's work and (b) constitutional changes. However, a detailed report was deferred for the Washington, DC conference.

24. **Appropriations**

Following a discussion on expenditure requests, the board approved a $1,400 request from the Global Planning Education Commission. A request for an additional $1,395 from the Ph.D. Commission failed to get approval from the board at 11 to 2 vote.

25. **Adjournment**

It was moved, seconded and unanimously voted to adjourn at 6:30 p.m.

Respectfully submitted (on behalf of the Secretary-Treasurer)

Rolf R. Engler
Bursar
MIT
Minutes of the Executive Committee Meeting
Association of Collegiate Schools of Planning

May 10, 1992
Washington, DC

President Jerome Kaufman called the meeting to order at 9:00 a.m.

1. Roll Call

Executive Committee Members

Jerome Kaufman, University of Wisconsin-Madison
Catherine Ross, Georgia Institute of Technology
Richard Bolan, University of Minnesota
Carl Patton, University of Toledo
Thomas Galloway, Iowa State University
Linda Dalton, California Polytechnic State University, San Luis Obispo
Alan Kreditor, University of Southern California
Susan Fainstein, Rutgers University
Margaret Wilder, Cornell University
Raymond Burby, University of North Carolina
Chris Silver, Virginia Commonwealth University
Charles Hoch, University of Illinois, Chicago
Amy Glasmeier, University of Texas at Austin
James Richardson, University of New Mexico
Donald Miller, University of Washington, Seattle
Lynn McCormick, Massachusetts Institute of Technology

Regional Representatives Elect

David Hill, University of Colorado, Denver
Sandra Rosenbloom, University of Arizona

ACSP Bursar

Rolf Engler, MIT

A quorum was present.

Visitors

Bill Bowdy, AICP
Beatrice Clupper, Exec. Dir PAB
Charles Connerly, Florida State University
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Cheryl Contant, University of Iowa
Marcia Feld, University of Rhode Island
Carl Goldschmidt, Michigan State University
Wes Hankins, East Carolina University
Deborah Howe, Portland State University
Judy Innes, University of CA, Berkeley
Ibrahim Jammal, State University of New York at Buffalo
Eric Kelly, Iowa State University
Seymour Mandelbaum, University of Pennsylvania
Robert Marans, University of Michigan
David Pugh, Texas A & M University
Bruce Stiftel, Florida State University
Syvlia White, California State University, Pomona

2. Secretary's Report

The Minutes of the Chicago Meeting of November 16, 1991, were distributed prior to the meeting by the President. It was moved, seconded, and unanimously voted to accept the minutes as corrected.

3. Bursar's Report


A discussion followed concerning Urbana data base expenses.

Report on membership. Only one negative response on increase of dues, but all members made payment. Faculty numbers increased by 108. North Dakota only school to drop out. Engler provided new membership statistics, including new full, corresponding, and individual members.

4. ACSP Handbook


Ross reported that the conference site selected for 1994 would be hosted by the University of New Mexico, Albuquerque and that the 1995 conference would be in Detroit, hosted by the combined sponsorship of Wayne State University, the University of Michigan, and
Michigan State University. She further reported on the possibility of an international conference in 1996. Ross indicated the interest of Forkenbrock in staying in the role of liaison and that they are continuing to discuss more specifics. Patton noted that in 1995 the APA conference will be in Toronto, thereby suggesting no need for ACSP to go to Canada. Vancouver is still a candidate for the 1996 site but a continental European site might now be considered.

7. Viewing of Video

Pugh reported on the video project and its history beginning at the Denver conference as a joint venture with APA. After reviewing the difficulties of completing the project, he showed the video. Pugh indicated that 150 copies were being made. Each member school would receive one as well as one for each APA chapter. His committee is also at work developing a classroom guide. The video is intended for junior high school classes. He envisioned the possibility of a practitioner and academic in the classroom with the written study guide. Pugh indicted that the study guide had not been drafted and asked for input on what to include. Pugh reported that the video had not yet been tested with the intended audience, but it is not feasible to make significant changes.

Discussion followed with suggestion for minor changes. It was submitted that the video needs to be linked to the existing "Planners in the Schools" program. It was also noted that it might not be feasible or necessary to have an academic on all occasions, particularly in areas where they are not available. Question was raised as to whether 150 copies would be enough, to which Pugh responded that the limits of funding dictate the number of copies. Suggestions were made for additional distribution and Kaufman noted that a committee has been appointed to help Pugh in the marketing and distribution of video.

Pugh suggested an ACSP resolution that the APA should be encouraged to aggressively distribute and market the video. Kaufman spoke against this on the grounds that it was an inappropriate action to take before APA has even seen it. The ACSP video education committee can also work with APA.

*It was moved and seconded that we would like to work in collaboration with APA to aggressively distribute and market the video.*

Kaufman reminded the committee of the meeting with AICP on Monday evening. He indicated that the video might be shown at that meeting. Further discussion suggested that evaluation should wait until the video is field tested. One concern was that the video was not a comment on real people -- mostly white males.
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MOTION APPROVED.

It was moved and seconded that we send a letter of appreciation to Tim Manning for his efforts in producing the video.

MOTION APPROVED.

8. Threatened Schools Committee

Patton distributed the report of his committee. He reviewed the kinds of threats that schools are experiencing. One recommendation is the establishment of a training program for program chairs at the annual conference. He then turned to two motions recommended in the report.

Motion 1. It was moved and seconded that the President of ACSP is authorized to respond vigorously in support of threatened planning programs in whatever way is deemed desirable, including but not limited to, writing letters of support, calling key administrators at the threatened school, and assisting in mobilizing support for the threatened program.

In the discussion of the motion the need for broader power for the President was emphasized. There was a question, however, about the boundaries. Does the motion refer to ACSP member schools or does it concern other programs vaguely related? Patton argued that the purpose of the motion was that the concept of planning should be protected. He suggested that the response might vary based on the nature of the program and institution.

MOTION ADOPTED UNANIMOUSLY

Motion 2. It was moved and seconded that the Threatened Schools Committee should revise its draft report in order that it can be disseminated among ACSP members. The first distribution should be to program chairs along with solicitation for additional information and suggestions for the revised version. The revised version should be made available to members through publication in UPDATE.

MOTION ADOPTED UNANIMOUSLY

Galloway noted that this issue was linked to accreditation. There is a clash of specialized accrediting bodies with regional accrediting groups and real sentiment exists among many university administrations to abandon accreditation.
9. **Columbus 1992 Conference**

Pearlman reported. To date there have been 470 submissions for papers. Attendance thus may be quite large. Letters will be going out soon accepting presentations. Pearlman noted plans for reception, speakers, etc., and indicated that the preliminary program would be ready by June 1. He also noted that they are seeking travel discounts that will be 45% off regular fare.

Mandelbaum reported on 1993 Philadelphia conference. He noted that new ideas for added revenue were being examined and by midwinter, his financial plan should be in place.

In discussion, question was raised as to what was included in the registration price and perhaps there could be choice about buying meals separately. In general, space and accommodations have to be guaranteed well in advance so that a choice is generally not practical. Pearlman noted that the registration fee for Columbus was planned at $110. Question was raised as to whether schools in the undergraduate guide were notified of the conference. This was generally felt to be a good idea.

10. **Journal of Planning Education and Research**

Stiftel and Connerly reported. They distributed four reports for the journal: 1) the FY 91-92 Interim Budget Report, 2) An Analysis of Commercial Press Prospects for JPER, 3) a cost analysis of Journal Size and Frequency, and 4) the JPER budget request for FY 92-93.

Connerly went over the interim report on the 1991-1992 budget and reported about $3,000 in savings in this year. The net expenses to be financed from dues (after accounting for the income from subscriptions) would be about $18,000. Stiftel described the report on commercial press prospects and reviewed comparisons with the Journal of Urban Affairs and the Journal of Policy Analysis and Management. The basic recommendation of the Editors, as a result of the analysis, is to not deal with a commercial press.

Connerly reported on the memo on changing size and frequency basis. The report examined five alternatives: 1) a status quo alternative, 2) scaling back to two issues per year and 170 pages, 3) publishing two issues with the present 260 pages, 4) publishing the present three issues but increasing to 300 pages, and 5) publishing four issues and 320 pages. The Editors recommend alternative 4, publishing three issues at 300 pages.

Stiftel presented the proposed budget for the coming year based on publishing three issues at 300 pages, an increase of 40 pages for the year. Fifteen of the new pages will enlarge the size of the book review section, the remainder will permit the publication of two additional articles during the year.

*It was moved and seconded that JPER not consider using a commercial press and that*
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ACSP continue to handle all aspects of JPER production and distribution.

Discussion on the question indicated strong support for not dealing with a commercial press and that ACSP should want to maintain control over copyright and reproduction rights. In other discussion, the point was made that the logic of all memos together was compelling. There seemed to be strong Executive Committee support for going to a quarterly, although the question arose as to whether there was yet enough manuscripts to support it. The Editors were cautious about this, but noted a growth trend. Discussion arose suggesting raising subscription rates each year until we are in the same market as other journals. The Editors noted that libraries are resisting the recent increases in subscription prices. They are analyzing trends and are beginning to drop journals.

MOTION ADOPTED UNANIMOUSLY

It was moved and seconded that for 1992-1993 the journal should publish three issues at 300 pages.

Discussion on the motion again tended to suggest Executive Committee support for a quarterly publication and perhaps linking a subscription increase to the expanded number of issues. Question was asked about library or institutional subscriptions and the Editors indicated 98 such subscriptions in the United States and 51 foreign.

It was moved and seconded, that there be an increase in subscription rates for institutions designed to finance four issues per year and that the publication of four issues would start next year with Volume 13.

Discussion followed. Kaufman noted that these motions had implications for the budget later on the agenda.

It was moved, seconded, and voted unanimously that both motions be tabled.

11. Undergraduate Education Standing Committee

Dalton reported for the committee. She indicated that a panel had been proposed for the Columbus conference on the undergraduate curriculum. The committee is also working with the PAB concerning the accreditation of undergraduate programs and dual programs.

In the discussion of the report, it was again suggested that the undergraduate directory mailing list of 200 schools (most of which were not ACSP members) be merged with the mailing
lists of the graduate programs so as to draw these schools into the community of planning programs.

It was moved and seconded that ACSP make a conscious effort to invite undergraduate programs to become a part of ACSP regardless of their focus.

MOTION ADOPTED UNANIMOUSLY

12. Global Planning Education Commission

Jammal reported on the activities of the Commission. He presented the Committee with copies of a student report *Toward a Global Mindset in Planning Education*. This was prepared as part of a workshop project at SUNY in Buffalo. Jammal emphasized that the student report was not a report of the Commission, but rather served as a point of departure for Commission deliberations. Jammal also reported on planned meetings and activities of the Commission in the coming year, including a panel discussion at the Columbus conference. He indicated that the Commission’s final report will address four questions: 1) what is meant by global planning education? 2) its significance and importance for ACSP, 3) what shape should it take, and 4) what are potential fields of action? Discussion about publication and dissemination of final report.

Discussion centered around anticipated expenditures of the Commission. Kaufman reminded the Committee of expenditure policies adopted at Oxford. One suggestion was that ACSP might establish ceilings for committees.

Committee adjourned for lunch at 12:30pm; reconvened at 1:30pm

13. PAB Report

Galloway reported on the activities of PAB. The Board is reviewing Criteria and Standards on diversity, assessing how to evaluate experimental programs, and standards for libraries. The Board is also undertaking a review of site team evaluations with an eye to better training of site teams. The PAB is up for re-recognition by COPA in 1993. Also being investigated is liability insurance for site teams and board members. One recommendation is APA coverage ($7 to $10K per year). PAB is initiating a newsletter and an annual report and is also looking into establishing a data base.

Galloway presented three action items.

1. He distributed criteria changes (originally proposed by the Standing Committee on the Recruitment and Retention of Women and Persons of Color) that had been commented on by member schools and approved by the PAB board.
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It was moved and seconded that the changes be approved as submitted.

APPROVED UNANIMOUSLY

2. Galloway presented a proposal to shift billing of schools from MIT to the PAB office in Iowa. It was ruled that no vote was needed and the PAB was authorized to do that.

3. Galloway presented the PAB Budget for action.

It was moved and seconded that the budget be approved as submitted.

ADOPTED UNANIMOUSLY.


Kaufman explained the new budgeting process leading up to the 1992-1993 submitted budget. Each cost center received a letter asking them to submit their budget proposals by a specific date. After proposals were submitted, the officers, via a telephone conference call, developed a budget proposal that was circulated to the Executive Committee. The original plan called for circulating alternative budget proposals, assuming requests would likely add up to more than was prudent to spend. This did not happen and only one proposal was distributed.

In the discussion, question was raised that since the undergraduate guide just was recently published, could not its publication be put off a year. After further discussion, it was decided to plan for the undergraduate guide to remain in the budget with a Winter publication date rather than Autumn. The Guide is a money maker so that nothing is gained by postponing publication.

Kaufman noted that revenue forecasts are conservative and that possible increases in revenues might be realized if the recommendations of the Financial Strategies Committee are adopted and are successful.

Discussion focused on special issues of UPDATE. Budget reflects only 2 issues planned, yet Hankins knew of 4 possible. Two might be next year, but if all four are published in 1992/93 then budget would have to be increased.

It was moved and seconded that the budget be approved.

Following a short discussion, it was decided to return to the tabled motions
from the morning session.

_It was moved and seconded, that the journal should have 3 issues at 300 pages._

In the discussion, once again, many felt an increase in pages is justified, and support was once again expressed for going to 4 issues per year.

_An amendment was moved and seconded that subscription rates for institutions be increased to $60 per year, starting July 1, 1992, with the view that this increased revenue will help in moving to a quarterly publication for Vol 13 next year._

**AMENDMENT ADOPTED UNANIMOUSLY.**

**MOTION ADOPTED UNANIMOUSLY.**

The Committee returned to the original budget motion.

_It was moved an seconded that $1650 be allocated to the global planning education commission from the budgeted $3500 designated for committee activities._

**MOTION ADOPTED UNANIMOUSLY**

Main budget motion voted on.

**BUDGET ADOPTED UNANIMOUSLY, AS AMENDED.**

**14. New Brochure**

Kelly reported on progress on a new brochure, including cost estimates from two printers. He indicated that major changes in design at this time would create delay. Hankins noted an error relating to title of the undergraduate guide.

Ross described the planned process of billing planning schools in advance, since there is no ACSP budget for front-end costs or for storing inventory. Price not set yet. Kelly will work with Ross in setting up the procedures for ordering, billing, etc.

Kaufman expressed the Committee’s appreciation to Kelly for getting the project accomplished in a timely fashion.
16. Conference Standing Committee

Glasmeier reported on the work of the standing committee. She brought one motion for action.

*It was moved and seconded that the Structure of the Conference Standing Committee be comprised of the chairs of the two most recent past conferences, the chairs of the two prospective conferences, and the ACSP Vice-president, ex officio. The Chair of the Conference Standing Committee to be appointed by the President of ACSP.*

**MOTION APPROVED UNANIMOUSLY**

The Committee will hold its next meeting at the Columbus conference and will be working on a Conference Guide. Glasmeier also recommended a schedule be followed for the work of the committee.

*It was moved and seconded that the Conference Standing Committee meet twice each year, with the first meeting to take place after the annual fall conference in winter and the second meeting to take place at the Conference itself.*

**MOTION APPROVED UNANIMOUSLY**

*It was moved and seconded that the Conference Standing Committee submit to the Executive Committee its final proposals based on recommendations 10, 11, 12, 14, and 15 of the Strategic Issues Conference Working Group as agreed at the Chicago meeting.*

**MOTION APPROVED UNANIMOUSLY**

Discussion followed concerning the profit level expectations of the annual conference. It was agreed that the Conference Standing Committee would submit its recommendation on this issue to the Executive Committee for its approval.

17. Ph.D. Commission

Innes reported and distributed a draft report of the Commission. Delivery of the final report is scheduled for the Columbus meeting where there is also planned a panel session on the report. They hope to have some version of the final report in JPER as well as circulated to ACSP member schools. Innes then reviewed the recommendations in the draft report. Issues involved emphasis needed on better professional development, attracting more women and minorities into PhD programs, and career paths of graduated Ph.D.'s. An issue not examined was that of ABD's.
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There was a suggestion that a standing committee be established on the Ph.D. that was referred to the Commission. It was noted that the diversity issue already has a standing committee. Innes noted that older faculty without Ph.D.'s in the process of retiring tend to be specialists in physical land use planning, yet contemporary students are not focusing on this area, thus pointing to a shortage of such teachers in the near future.

18. Standing Committee on Recruitment and Retention of Women and Faculty of Color

Contant reported the work of the Committee. She noted the new ACSP policy on diversity based on past work of Committee. The Committee has been working with the PAB on changes in accreditation standards adopted earlier in the agenda. In addition, the Committee is working on PhD recruitment issues and ACSP governance. The Committee will be sponsoring a mini-conference in conjunction with the Columbus conference and with the APA. She noted the subcommittees previously reported on were hard at work. The third annual report will be ready for Columbus. The Committee has no new budget request.

14. Student Liaison

McCormick reported on the election of a new student representative. She is Ruth Steiner of the University of California at Berkeley. McCormick noted that there were only four applicants. Ms. Steiner was chosen after a blind referee process.

She noted that the lack of applicants gave support to the student liaison proposal. There is low name recognition of ACSP among students. She is recommending that each school appoint a student liaison for communication with ACSP. McCormick indicated that she felt the student liaison would be an important method of getting Ph.D. students involved in ACSP. She also discussed the importance of a break in membership fees and greater access to the JPbR. She noted that there is no special student dues structure, whereas APA has student dues about half the cost of regular dues.

In the discussion, question was raised as to whether price was really a deterrent or was lack of knowledge the more important problem? It was noted that there is a student subscription rate for JPbR. Subscribers were once as many as 149, but their numbers are now down to 35. One suggestion was offered that the student rate should also include UPDATE.

*It was moved and seconded to adopt the recommended liaison network (1 per school).*
In discussion, McCormick suggested putting the network in place, then working out costs for possible programs in subsequent years. Kaufman suggested some further development of network needed -- some form of communication -- and that student representatives on the Executive Committee need to provide the leadership.

An amendment was agreed to that the present student representatives take responsibility for follow through and implementation of the network proposal.

**MOTION AS AMENDED APPROVED UNANIMOUSLY**

A motion was made and seconded to establish a new student membership category for all planning students at $15 which will include JPER and Update.

In discussion, the issue was raised that this motion would require a change in the by-laws. As a tax exempt organization, the ACSP is defined as an organization of member schools -- not individuals.

A motion was substituted and seconded to establish a new student subscription category whereby the existing subscription category of $10 subscription for students be changed to $15 for a subscription that would include both JPER and UPDATE, and that the President shall so inform department chairs.

**MOTION APPROVED UNANIMOUSLY**

**20. New Award: Distinguished Friend of Planning Education**

Miller reported and indicated that the committee’s target was to grant the first award in Spring 1993. He requested suggestions for a better name for the award.

It was moved and seconded that the Executive Committee approve the granting of such an award.

Question was raised as to whether contributors to individual schools could be named, or does the contribution have to be national. Arguments were presented on both sides. The issue was also raised concerning frequency of the award -- annual, biannual, or not until we actually have someone. Arguments were presented for all three. There was a suggestion this could be connected to a fellowship for a PhD student.

It was moved and seconded that the Committee approve the spirit of the committee’s
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report, but to leave its details flexible given that donor(s) may want to shape the specific design of the award.

MOTION VOTED UNANIMOUSLY

Miller continues to serve as Chair with same committee.

21. Data Base Resources Board

Wilder reported that the Board is rethinking the RFP procedure. Committee now plans to develop a full proposal. The task is proving to be very complex with data bases currently in 7 different locations. She proposed that committee will come back in Fall to lay out a phase-in process that would establish, at a minimum, a solution to the integrated billing problem. Last year’s decision to keep the JPER and mailing labels at Urbana is not a long term solution. Hopkins expects to stop doing this. He has indicated that he can continue but he’s not anxious to.

22. AICP/ACSP Relations

Kaufman reported on the progress of activities that are taking place through joint AICP/ACSP efforts. He noted the joint meeting scheduled for Monday night with the AICP and PAB boards, from 7-9:30 pm in the Caucus Room. He urged as many as could to attend.

23. AESOP/ACSP Relations

Kaufman reported and indicated that four working committees had been set up as a result of the Oxford meeting: Planning Education, Planning Research, Planning Policy, Reader in Planning Theory. Co-chairs have been appointed on each side and committee chairs will be selecting their committees and preparing a brief report.

24. Graduate and Undergraduate Guides to Planning Education

Ross reported on the scheduled publication of the two guides. She indicated that the Undergraduate Guide is scheduled for Winter 1993 publication and the Graduate Guide will be published in October 1992.

Kaufman reported, for the Graduate Guide, ACSP has in the past sold 1,000 copies to APA for $6000. For the new Guide we are asking $7000 for 1000 copies. Negotiations are
underway with Stollman and Planners Press. Stollman indicates he is willing to pay $7000 but indicates that the selling price needs to be increased. He claims that APA subsidizes Guide. With the present edition, he has sold 570 copies at $15 (plus $4 for handling and postage). They have broken even. He is talking about charging $20-24 for the new edition.

In the discussion, debate centered on whether $20-24 was an excessive price. Questions were raised as to whether APA publicizes this properly (in Journal or whatever), and how it now gets distributed. We give the Guide free to 8,000 college counselors. Prospective students buy them -- college undergraduates. APA promotes the Guide only in the Planners Bookstore mailer and there are no other special promotions.

Report was for information only and no action was taken.

26. Canadian Schools Relationships

Ross reported on communications with Hendler concerning Canadian schools becoming Full Members of ACSP. There seem to be no serious barriers to Canadian schools being admitted as Full Members. It was noted that the ACSP district map extends northward into Canada, thus providing for their regional representation.

27. Video

Fainstein raised the issue of the video with regard to the depiction of the computer characters and their stereotype of women. In the discussion, it was noted that the product would be difficult to change. ACSP has been acting responsibly, but the finished product has not reflected our concerns.

Kaufman provided additional history and background, including showings that he conducted in Madison of a first-cut version provided him by Pugh. He reported little negative reaction among his audiences of women, feminists, and students. Question was raised as to the contractual obligations of ACSP. It was noted that the ACSP sponsorship credits can be removed. It was noted that Texas A&M, and its image as a university, is also implicated. Another $20,000 to fix it would also be in the interests of Texas A&M. It was felt that fixing it was very likely possible.

Views were expressed that taking our name off is not enough, and that ACSP has a responsibility to indicate objections. Feeling was voiced that, in its present form, the video should not be shown.
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It was moved and seconded that the Executive Committee objects strongly to the stereotypical portrayal of women and people of color in the video and that the Committee request that the producers make changes to reflect positive images of women and people of color and that planning be portrayed as a profession of diversity. The Committee rescinds the motion passed this morning to collaborate in its distribution in its present form.

MOTION APPROVED UNANIMOUSLY.

28. Adjournment

ADJOURNED AT 5:25PM

Respectfully submitted,

[Signature]

Richard S. Bolan
Secretary-Treasurer