Minutes of the Executive Committee Meeting
Association of the Collegiate Schools of Planning

July 8, 1991
Oxford, United Kingdom

President Carl Patton called the meeting to order at 9:00 a.m.

1. Roll Call

Executive Committee Members
Carl Patton, University of Toledo
Jerome Kaufman, University of Wisconsin-Madison
Richard Bolan, University of Minnesota
Thomas Galloway, Iowa State University
Eugene Grigsby, University of California, Los Angeles
Alan Kredit, University of Southern California
Peter Fisher, University of Iowa
Lewis Hopkins, University of Illinois
Marcia Marker Feld, University of Rhode Island
Margaret Wilder, Cornell University
Catherine Ross, Georgia Institute of Technology
Amy Glasmeier, University of Texas at Austin
Linda Dalton, California Polytechnic State University, San Luis Obispo
Donald Miller, University of Washington, Seattle
Lynn McCormick, Massachusetts Institute of Technology
Raphael Fischler, University of California, Berkeley

Regional Representatives Elect
Ray Burby, University of North Carolina
Chris Silver, Virginia Commonwealth University
Susan Fainstein, Rutgers University
Ernest Alexander, University of Wisconsin, Milwaukee
Charles Hoch, University of Illinois, Chicago

ACSP Bursar
Rolf Engler, MIT

A quorum was present.

Visitors
Dave Forkenbrock, University of Iowa
Carl Goldschmidt, Michigan State University
Wes Hankins, East Carolina University
Judith Innes, University of California, Berkeley
Ibrahim Jammal, State University of New York at Buffalo
Eric Kelly, Iowa State University
Beatrice Klupper, Planning Accreditation Board staff
Gill-Chin Lim, Michigan State University
Janet Scheff, University of Puerto Rico
William Simbieda, University of New Mexico
Bruce Stiftel, Florida State University
Sylvia White, California Polytechnic University, Pomona
2. **Secretary’s Report**

The Minutes of the New Orleans Meeting of March 24, 1991, were distributed by the Secretary. It was moved, seconded, and unanimously voted to accept the minutes as corrected.

3. **Bursar’s Report**

Engler reported on the financial activities for the period March 15 to June 30, 1991. He also presented a full financial account for the 1990-1991 fiscal year as well as a projected budget for fiscal year 1991-1992. Also presented was a report on financial detail of the Graduate and Undergraduate guides. Discussion of the Bursar’s report was postponed for later full discussion of the financial condition of ACSP. Copies of the Bursar’s report is attached.

4. **Standing Committee on the Representation and Retention of Women and Persons of Color in Planning Education**

Ross reported on the committee and transmitted its second annual report. She reported on the work of the seven subcommittees dealing with: faculty recruitment, student recruitment, curriculum, climate, ACSP organizational structure, professional development, database. She indicated there would be meetings at the Oxford conference with PAB regarding the Committee’s recommendations on accreditation. Grigsby reported on a survey carried out by his subcommittee on curriculum.

5. **Planning Accreditation Board**

Galloway reported. He introduced Beatrice Klapper, the new full-time staff member that has been hired by the PAB. The work of the PAB is now totally independent and new offices have been established at the Iowa State University Research Park. Galloway presented the PAB budget of $166,200 for the coming fiscal year.

Galloway moved, Kreditor seconded, that the budget be approved as submitted. Voted Unanimously.

Patton expressed the committee’s gratitude to Galloway for having been so instrumental in establishing an independent office for the PAB.

6. **Ph.D. Commission**

Innes reported for the Commission. Her report included a description of activities to date consisting primarily of data collection from schools, interviewing directors and faculty, and developing case studies of recent Ph.D. graduates. She indicated that the Commission would likely need only $2,700 over the next year rather than the $5,350 that had been originally budgeted. Expenses revolved around the cost of a student research assistant and help in defraying travel expenses for a meeting of the Commission to complete the final report. Discussion of the budget request was postponed to the appropriations bill later in the agenda.
7. **Standing Committee on Undergraduate Education**

Dalton indicated that the new standing committee was just established at New Orleans and was meeting for the first time in Oxford. She reported the names of the members of the committee. They will be reporting at the meeting of the Executive Committee in Spring 1992. She indicated she did not anticipate major expenses.

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

Stiftel reported. He presented a report that had been developed for the Strategic Issues Task Force by the Journal Working Group. Stiftel pointed out the serious financial conditions facing the *Journal* for the next fiscal years. He presented three options for the FY1992 *Journal* budget:

1) increasing the price of subscriptions by 28% -- this would generate about $2,000 additional revenue;

2) carrying out a stepped up promotion campaign, which would require an additional $3,000 to carry out; and

3) cutting services delivered, including possibly publishing fewer pages, cheaper paper, reduced printing costs, combining issues.

Discussion followed. It was suggested that promotion should seek new memberships in ACSP, not just new subscriptions. Low cost promotion suggestions were offered as were ideas about cutting costs. Budget requests were postponed to the appropriations bill.

9. **Data Base Resource Board**

Wilder provided a written and oral report of the work of the Data Base Resource Board together with recommendations for next steps. The primary recommendations discussed were two:

✓ 1) issue a request for proposal for the establishment of a billing and membership management system; and

✓ 2) issue a request for proposal for the establishment of a statistical data base.

Discussion followed concerning funding, relationship to the present Guides, and issues of confidentiality.

Feld moved, Dalton seconded, that the report be accepted and that the two requests for proposals be developed and issued. Voted unanimously.

10. **Appreciation Award to David Forkenbrock**

Patton interrupted the meeting to express the Committee's appreciation to David Forkenbrock for his organization and work in carrying out the joint congress of ACSP and AESOP in Oxford. Gifts of appreciation were presented by Ross and Kaufman.
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11. Video Project

Patton reported. He indicated that the original program had been discarded and a new animated video was being developed.

12. Planning Brochure

Eric Kelly presented basic design ideas for a new brochure. He indicated an estimated unit cost of $10,000. After discussion producing numerous suggestions, Kelly described an estimated time schedule as he seeks to produce the brochure in time for the coming recruitment season. It was decided that Kaufman will set up a committee to oversee the remaining effort.

13. Undergraduate Guide to City and Regional Planning and Related Fields

Hankins reported. He indicated that the new Undergraduate Guide will be ready at the end of July. He had expected 70 schools to participate but only 74 were finally included in the publication. The distribution is: 36 planning schools, 14 planning related and 24 non-planning related.

14. Student Concerns with ACSP

Fischler raised a number of questions concerning the involvement of students in ACSP. Ph.D. students feel they are being discriminated against with regard to panels at conferences. He expressed concern that there is little concern for training Ph.D. students how to teach. Students are not receiving UPDATE, which is important for students because of its job announcements and links to research activities at different schools. He felt there should be more encouragement of MCP level research. He also raised concerns about the method of electing students to the ACSP Executive Committee. There was discussion of the changes needed in the election procedure to allow masters students to serve on the Executive Committee.

15. UPDATE Editor

Ross called on the Executive Committee to help in the recruitment of a new Editor for UPDATE. Kaufman explained some of the production and cost aspects of producing the publication. Ross indicated that a letter would be going out, but indicated that she needed people to make direct contacts as well.

16. Future Conferences

Kaufman reported on his efforts to solicit proposals for the 1994 and 1995 conferences. Only 2 applications were received — both from Canadian schools. One indicated a willingness to host either the 1994 or the 1995 conference; the other petitioned to host the 1994 conference. One of the applicants seemed inaccessible and offered limited resources; more information was needed from the other. Kaufman noted the significant problem of no U.S. schools expressing interest. Pearlman was introduced and reported on his plan for refereeing papers and publishing the proceedings for the coming Columbus conference. There was considerable discussion and debate with the plan expressed. Two major issues seemed to focus on 1) the effects on attendance, participation and finances and 2) the effects on the Journal and its efforts to secure more publishable papers. No consensus of the Committee was reached.
17. Fall Meeting

Kaufman indicated that there seemed to be enough issues and problems to be dealt with to have a meeting of the Executive Committee in the Fall. None is officially scheduled until Spring, 1992, because the July Oxford conference serves as the regular annual meeting. There followed discussion pro and con with major concerns about the cost. It was left that such a meeting would probably be needed and that it be held in a central location such as Chicago to minimize cost to those attending.

18. Strategic Issues Task Force

Wilder reported on the retreat held by the Executive Committee and the Strategic Issues Task Force the previous day in Oxford. She indicated that a number of resolutions were approved for forwarding to the Executive Committee for action. These resolutions were based on those originally developed by the working group on Budgeting, Revenues and Staffing.

Miller moved, Feld seconded, that resolutions 1, 2 and 3 be adopted. They are as follows:

Policy #1

Prior to the Spring meeting of the Executive Committee each year, committee members will receive a proposed budget for the coming fiscal year beginning July 1. The budget will include forecasts of revenues and expenditures for all regularly recurring ACSF activities, funds previously committed for the coming year, and could include proposals for new spending. The committee will adopt a budget for the coming fiscal year at the Spring, and may revise the budget during the fiscal year at the fall and spring meetings. The committee will also receive budget updates prior to the fall and spring meetings showing amounts budgeted for each category for the current fiscal year, spending to date, and projected spending for the year. Prior to the fall meeting, the committee will receive a final budget report for the previous fiscal year.

Policy #2

The Executive Committee reiterates the constitutional responsibility of the President to present a proposed budget to the Executive Committee each year.

Policy #3

It is the sense of the Executive Committee that ACSF’s budget be structured into funds or cost centers, along the lines suggested in the report of the subcommittee on Budgeting, Revenues and Staffing. The precise format is to be developed by the Secretary-Treasurer of ACSF.

Motion approved unanimously.
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Miller moved, Feld seconded, that resolutions 4A and 4B be adopted. They are as follows:

Policy #4A
The ACSP publication of graduate and undergraduate guides should produce a surplus.

Policy #4B
The annual ACSP conferences are to be organized on a break-even basis as a minimum, and should produce a modest surplus.

After discussion, motion approved unanimously.

Resolution #8 was next discussed concerning the dues structure of ACSP. Patton indicated that those participating in the Strategic Issues retreat, after discussion, voted to recommend no change in basic membership structure. Considerable debate concerned Resolution #8 with many alternative schemes put forward and discussed.

Miller moved, Bolan seconded, to adopt the following dues structure: that the basic dues be raised in an incremental fashion over the next four (4) years; member schools will have a base dues fee plus an additional mandatory fee for each faculty member devoting 50% or more of their time to the planning program; corresponding and affiliate schools will maintain the same base fee but will pay additional fees for each publication package ordered (Journal, UPDATE). Individual memberships remain the same. The following schedule is adopted:

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<tbody>
<tr>
<td>MEMBER SCHOOLS</td>
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<tr>
<td>Base Dues</td>
<td>$225</td>
<td>$250</td>
<td>$275</td>
<td>$300</td>
</tr>
<tr>
<td>Mandatory fee per each faculty member</td>
<td>15</td>
<td>20</td>
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<td>30</td>
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<tr>
<td>CORRESPONDING SCHOOLS</td>
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<tr>
<td>Base Dues</td>
<td>50</td>
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</tr>
<tr>
<td>Fee per publication package ordered</td>
<td>15</td>
<td>20</td>
<td>25</td>
<td>30</td>
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<tr>
<td>AFFILIATE SCHOOLS</td>
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<td>Base Dues</td>
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<td>Fee per publication package ordered</td>
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Motion adopted unanimously.
19. Appropriations Bill

There followed discussion of expenditure requests that had been placed before the Committee during the course of the meeting. These were recapitulated as follows:

<table>
<thead>
<tr>
<th>PhD Commission</th>
<th>$2,700</th>
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<tr>
<td>JPER</td>
<td>$3,000</td>
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<tr>
<td>Maintaining Mailing List</td>
<td>$3,300</td>
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<tr>
<td>International Education</td>
<td>$4,000</td>
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<tr>
<td>New Brochure</td>
<td>$750</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$13,750</strong></td>
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Note was also taken of possible future expenditures arising from holding the special Fall meeting of the Executive Committee ($2,000) and commitments arising from the data base RFP's ($3,250).

Discussion ensued concerning the failure to act on the policies of the Fisher working group dealing with expenditures.

Fisher moved, Wilder seconded, the adoption of Resolution #6 from the Fisher group report: "It is the policy of ACSP that, as a general rule, committees established by the officers or the executive committee cannot expect financial support for travel and lodging for the committee to meet, or for the support of graduate research assistants." Motion approved unanimously.

Fisher moved, Hopkins seconded, the adoption of Resolution #5 from the Fisher group report: "It is the policy of the executive committee that all those requesting funds submit a request in advance of the board meeting so that it can be distributed in a board packet prior to the meeting. The request should itemize and justify proposed expenditures, and should identify the time period (fiscal year) during which the expenses will be incurred."

After discussion, the following amendment was added at the end: "Appropriations will be made as part of the annual budget." Motion approved unanimously.

Action on budget requests was postponed to the Fall meeting.

19. Vote of Appreciation for Outgoing President Patton

On the suggestion of Kaufman, it was moved, seconded and voted unanimously that the Executive Committee extend its deep appreciation for the achievements and outstanding service of Carl Patton in the two years he served as President.

19. Adjournment

It was moved, seconded, and unanimously voted to adjourn at 12:25 pm.

Respectfully submitted,

Richard S. Bolan, Secretary
University of Minnesota