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

May 1, 1993
Chicago, Illinois

President Jerry Kaufman called the meeting to order at 9:05 am.

1. Roll Call

Executive Committee Members

Jerome Kaufman, University of Wisconsin-Madison
Catherine Ross, Georgia Institute of Technology
Richard Bolan, University of Minnesota
Gary Hack, Massachusetts Institute of Technology
Thomas Galloway, Georgia Institute of Technology
Linda Dalton, California Polytechnic State University, San Luis Obispo
Ray Burby, University of New Orleans
Charles Hoch, University of Illinois, Chicago
Sandra Rosenbloom, University of Arizona
Michael Hibbard, University of Oregon
Margaret Dewar, University of Michigan
Janet Scheff, University of Puerto Rico
Sue Hendler, Queens University

ACSP Bursar

Rolf Engler, MIT

A quorum was present.

Visitors

Marcia Marker Feld, University of Rhode Island
Deborah Howe, Portland State University
Dale Burch
Chuck Connerly, Florida State University
Margo Garcia, Virginia Commonwealth University
Gene Grigsby, University of California, Los Angeles
Dave Godschalk, University of North Carolina, Chapel Hill
Wes Hankins, East Carolina University
Beatrice Klupper, Planning Accreditation Board
Dave Forkenbrock, University of Iowa
Bruce Stiftel, Florida State University
2. Secretary’s Report

The Minutes of the Columbus Meeting of October 29, 1992, were distributed to the Committee by the Secretary-Treasurer. A correction was noted that a number of surveys were taken of Canadian Schools to determine their interest in liaison with ACSP and, in the final survey, a majority were in favor. It was moved, seconded, and unanimously voted to accept the minutes as amended.

3. Bursar’s Report

Engler provided a report on the current year budget (attached). He noted the significant turnaround from recent years and suggested the reasons were due to the dues increase, conference and guide profits, and the improved allocation process.

The report on the current year budget was accepted.

Engler also provided a report on membership: one new school has become a member, one school has upgraded to full membership, one membership has been canceled, five new individual members, and two individuals canceled.

4. President’s Report

Kaufman reported. He noted the appointment of the review and appraisal committee as called for in the Constitution to assist the President-elect. Ten to eleven members have been appointed and the committee will meet with Ross on May 2nd.

Kaufman reported on the election results. Margo Garcia chaired the nominations committee. The officers elected were: Catherine Ross, President; Genie Birch, Vice-President; Wes Hankins, Secretary-Treasurer. Six regional representative seats were chosen: Beauregard, Christopherson, Dewar, and Hoch were elected. There was a tie vote in the Southeast Region. A runoff election was held that yielded a second tie. The region will be represented by Marie Howland, University of Maryland, and Bill Rowe, University of North Carolina.

Kaufman updated the committee respecting the video program. He noted that the Texas Chapter had written a letter requesting that they be able to show it. APA Staff has refused to release it. The APA Board will be viewing it for first time at their meeting May 1. Changes are still possible. Kaufman proposed a screening committee to review the changes consisting of Fainstain, Ross, and Silver.

Discussion of history.
Minutes: ACSP Executive Committee, Chicago, Ill.; May 1, 1993

It was moved by Rosenbloom, seconded by Hoch: If the APA board votes to approve the video, that we immediately request the ACSP name be removed as a sponsor. If APA does not approve, the ACSP President shall appoint a committee to review any changes that may be subsequently made, and submit a written report specifically detailing any problems with the changes. VOTED UNANIMOUSLY.

Kaufman reported on the Davidoff Committee. The committee will be making its report to the Philadelphia Conference. The committee is seeking possible women authors to honor with this award. There is a new award -- the distinguished friend of planning education. Only one nomination. The award being is being reexamined, with a particular concern of how to get more nominations.

Reports were made also concerning the Global Planning Education Commission and the Faculty Women's Interest Group (FWIG).

Kaufman reported on the inauguration of past-ACSP President Carl Patton as President of Georgia State University. Ross represented ACSP at the ceremony; she made note of the strong political leadership that Carl is providing in the Atlanta community. Kaufman sent a telegram congratulating Patton along with a $100 donation to the Georgia State scholarship fund.

5. Vice-President’s Report

Ross provided updated reports on conferences and publications. The Columbus conference had 540 in attendance with representation from 30 countries. She indicated progress on the planning for the Philadelphia conference on Oct 28-31, 1993. The 1994 conference is proposed to be held in Phoenix as a substitute for New Mexico. She noted this still needs Executive Committee approval. The Detroit conference will be held October 18-22, 1995. In 1996 there will be a joint conference with AESOP in Toronto (Ryerson).

Ross reported a good year as far as publications were concerned. Thanks to Kelley and Galloway at Iowa State, the brochure has been published. Generally, ACSP has made money on its publications. She reported that the Editors of publications are doing a good job and the quality is going up. Ross indicated we will need to appoint a new UPDATE Editor after Fall 93 issue, and we need a new editor for the Graduate Guide.

It was moved and seconded that the Committee support the Phoenix site for the 1994 conference with thanks and applause to Sandy Rosenbloom for organizing the effort. VOTED UNANIMOUSLY.
6. Planning Accreditation Board

Galloway reported on the activities of the PAB. He noted that Gary Hack has replaced Alan Kreditor on the board. He indicated a major issue in that COPA is about to be dissolved and there is some question about a successor. COPA is made up of regional accrediting agencies as well as specialized accrediting agencies. The Executive Council of COPA is meeting on May 7 to explore the creation of a successor organization. He noted that the regional agencies led the effort to drop COPA. Galloway noted that PAB is scheduled for reaccrediting. PAB is now preparing for recognition by the Department of Education as well as a COPA successor. The Department of Education is said to be preparing tougher regulations requiring greater distance between an accrediting agency and a profession. Galloway promised to keep the committee posted.

Galloway reported on the review of dual programs. He noted the task force has done an excellent job in improving language, and the site visit process. Question was raised about working relations between Atlanta and Iowa State. Galloway noted that Email and FAX keeps the communication going, and that PAB might be located anywhere given today’s information technology. He submitted the proposed budget for PAB for FY94 and FY95.

It was moved and seconded that the PAB budget be approved. VOTED UNANIMOUSLY.

7. Canadian Liaison

Hendler reported on the activities of Canadian schools. She provided a written report outlining her activities and the results of her meeting with the Association of Canadian University Planning Programs (ACUPP) in February. She reported admissions were increasing in Canada, while budgets are being cut. Canadian schools are discussing changes in examining student performance. A panel is planned in Philadelphia on Masters programs and the planning profession in the two countries; a second session is also planned on metropolitan governance in the US and Canada.

Hibbard noted he will be meeting in Seattle in June to talk about a student exchange between UBC and US schools. Hack indicated that there may be implications arising from the NAFTA agreement for professional exchanges. There are difficult issues for US planners working in Canada.

Kaufman asked Hendler to explore if something more needs to be done on the implications of NAFTA; should there be a committee looking into it. Hack indicated he
is willing to work with Hendler on the issue.

8. Election

Kaufman led a discussion on the failure of schools to vote in the recent election. An article will be published in UPDATE, including a list of non-participating schools. Discussion centered around whether regional representatives might be able to do something to improve voting. It was also suggested that the Review and Appraisal Committee look at the problem.

It was moved and seconded: The Executive Committee charges regional representatives with maintaining liaison with schools in their region for the purpose of encouraging participation and voting in ACSP elections. VOTED UNANIMOUSLY.

9. Measures of Planning School Quality Task Force

Hibbard reported. He first reviewed the resolution and charge to the committee arising from the last meeting of the Executive Committee. The committee explored the question of objective measures of evaluation of schools. It also sought to make a distinction between PAB functions and the committee's charge. The report suggests a list of criteria for programs to conduct a self-review. Hibbard reviewed the comments from committee members who could not be present -- Alexander and Steiner. Alexander sought:
1. More refined indices (Steiner agreed), and 2. Rank order the indicators in terms of importance (Steiner disagreed). Hibbard also reported on his investigation of the Gourman report.

Hibbard's report was followed by extensive discussion regarding the problem of adequate indicators. Other issues raised included concern about the audience of such rating systems, who should collect such information, developing explicit criteria for evaluation. It was suggested that the Graduate Guide might be expanded to provide more information for prospective students.

It was moved and seconded that the Executive Committee accept the report of the committee. VOTED UNANIMOUSLY.
10. Standing Committee Reports

a. Standing Committee on the Recruitment and Retention of Women and Persons of Color

The committee is working with the Faculty Women's Interest Group (FWIG) in cosponsoring a mini-conference. A mentoring program is being proposed and developed in liaison with APA committee. Committee is also continuing to work with PAB on implementing the new accreditation guidelines. The committee is also looking into a student survey on teaching diversity. The committee also noted an excellent recent senior thesis on sexual harassment done at Waterloo.

b. Standing Committee on Undergraduate Education

The committee is working with PAB on schools with both masters and undergraduate programs. The committee will also be sponsoring one or more sessions at the Philadelphia conference. Panel at Philadelphia

c. Conference Standing Committee

A brief history of ACSP conferences was provided. Ten years ago the conference attracted less than 200 people. There is an expectation of 600 or more at next conference in Philadelphia. The key issues for the future include outsourcing and profitability. Rosenbloom discussed the capacities for outsourcing. It was estimated that Columbus involved the equivalent of $8000 in student assistant contributions. Philadelphia is outsourcing which accounts for the $155 fee -- 40% higher than Columbus. ACSP has not done this before. The outsourcer gets a commission on hotel. Phoenix will outsource registration.

On the profitability issue, the Committee recommends that fees be set that will yield a profit of $25 per person. Rosenbloom noted that every conference does this informally. Alternatives might include: paying the schools, going back to old ways of purely volunteer operations, have a single professional organization handle conferences for ACSP.

Discussion of school policies in the past about how much they pay for it. Discussion also took place around the $155 fee in Philadelphia and whether it might be possible to lower that to $145.
It was moved, and seconded, to accept the report and to establish fees that will return to ACSP a minimum of $25 per full paying registrant. VOTED UNANIMOUSLY.

It was recommended that there be a report in UPDATE explaining that the Philadelphia fee is not because of this action but rather because of outsourcing.

11. Urban Policy Committee

Godschalk and Grigsby, as co-chairs, reported for the committee. Grigsby reviewed the history of the committee and its methods and processes. Godschalk described the report and its recommendations.

The recommendations included:
- Disseminate the report (UCLA might handle it through ACSP)
- Hold regional conferences on urban policy (with APA and HUD?)
- Develop criteria for evaluating urban policy
- Lobby for interagency urban policy task force
- Convene a new standing committee on national urban policy
- Create an institutional structure (committee, task force) to follow up on internal reform of ACSP

Discussion followed. In terms of publication, it was suggested that it be published as a symposium in JPER

It was moved and seconded to act on the first recommendation to publish the report. VOTED UNANIMOUSLY.

Discussion then took place on the proposal to establish a new standing committee on urban policy. Concern was expressed that the committee might overlook education, crime and health. It was pointed out that the report placed no limits on the proposed standing committee.

It was moved and seconded that the President create a standing committee on urban policy and appoint its members. VOTED UNANIMOUSLY.

Discussion of followed of others of the recommendations. In terms of internal restructuring, question was raised whether this needed a new committee or was it the responsibility of the Executive Committee. It was suggested that the review and appraisal committee advising the President-Elect can take this up.
It was moved and seconded that the Review and Appraisal Committee take up the issue described on pages 24-26 in the Urban Policy Committee report. VOTED UNANIMOUSLY.

It was discussed and agreed that the new standing committee will take up the recommendations not acted on.

It was moved and seconded to accept the report and to thank the committee and chairs. VOTED UNANIMOUSLY.

The committee recessed for lunch at 12:30 pm.

12. Discussion of Key Issues for Planning Education

Kaufman led the Executive Committee through a brainstorming session concerning the key issues for planning education. Using the nominal group technique, there was period wherein those in attendance wrote down their ideas on the top issues for planning education. These ideas were then presented in rotation around the room. After discussion there followed a vote on the top priority issues from among the ideas generated. The full results of this discussion are attached as an appendix to the minutes.

13. Fiscal Strategies Committee

Forckenbrock submitted the final report of the committee. He described the revenue enhancement measures that the committee is recommending. The recommendation pertaining to conferences was adopted earlier. The committee also recommends changing the dues structure for affiliate and corresponding members and individual members. Recommendations also pertain to subscription and advertising rates and policies. Expenditures and staffing are also discussed in the report and the committee favors hiring a half-time administrative secretary.

It was moved to encourage the JPER to increase advertising and find a broker. Failed for lack of a second.

It was moved and seconded to ask JPER editors to do a cost effectiveness analysis of soliciting more advertising. VOTED UNANIMOUSLY.
It was moved to accept action items 2 & 3 dealing with dues structure. In discussion, there were complaints about raising corresponding members dues. Forkenbrock stated a concern about the costs of mailings to corresponding members. It was moved and seconded to amend action items 2 and 3 to a dues rate of $50 per year for both affiliate and corresponding schools. New members would be $35 per year.

The motion as amended was voted on:

Dues for existing affiliate members will be $50 per year. New affiliate members' dues will be $35 per year for the first two years.

Dues for existing corresponding members will be $50 per year. New corresponding members' dues will be $35 per year for the first two years. **VOTED UNANIMOUSLY.**

Discussion ensued around Action Item #7 of the committee's recommendations.

It was moved, and seconded, to have the President appoint a marketing committee to explore methods and strategies for enhancing revenue. **VOTED WITH ONE NEGATIVE VOTE.**

14. Student Liaison and Student Election Results

Ross reported since neither student representative could be present. She described the activities of the new student liaison network. The network has now been established. One of the first activities is a survey of student research activities and interests. Students serving as liaisons receive UPDATE free. Ross also noted that McCormick will be leaving the board in October. Applications for replacement have been received and are being evaluated.

15. 1996 Toronto Conference

Amborski reported to update the committee on the 1996 Toronto conference. AESOP has appointed their co-chair, David Shaw of the University of Central England in Birmingham. Amborski reported on current Toronto hotel rates in US dollars. He noted that the scheduling of the conference makes a difference in hotel rates and recommends the two Presidents communicate and settle a date. The report was accepted with thanks.
16. Journal of Planning Education and Research

Connerly and Stiftel reported. They indicated the current volume will have expanded pages as originally proposed and that the next volume would have four issues.

They reported on their petition to obtain SSCI indexing; SSCI decided in late Fall not to index JPER as they are under budgetary pressure. Stiftel reported that they had wrongly classified JPER and he will apply for reconsideration. Bruce has asked people to write. Other indexes, PAIS and ERIC, will start indexing JPER. Stiftel also noted that JPER will start providing an additional 100 reprints of articles for $100. Small source of revenues.

Stiftel offered two policy issues for action:

1. JPER subscription rates: It was moved and seconded that the individual subscription rate be raised from $20 to $30 so as to be equal to what the schools are charged. VOTED UNANIMOUSLY.

2. Subscriptions in countries with currency exchange problems -- policy should provide free subscriptions to countries who send a report on the state of planning in their countries to JPER in exchange. In discussion, it was also suggested that we should ask for a report on planning education. Objections were raised to the proposal.

It was moved, and seconded, that the editors be allowed to offer up to 20 free subs to libraries of institutions in those developing countries with currency problems. VOTED UNANIMOUSLY.

Stiftel reported that under the terms of their contract, it was appropriate to create a schedule for searching for new editors.

It was moved and seconded that the current editors' contract be extended for one additional year. VOTED UNANIMOUSLY.

Stiftel and Connerly presented their budget report, including expenditures and revenues under the current year and next year's request. In addition, they explained the additional budget for data base management. In discussion, a suggestion was made to transfer data base management to the proposed staff position. On further discussion, it was felt that the data base should remain where it is at Florida State for the present. Vote on next year's budget was deferred to the vote on the whole ACSP budget.
17. ACSP Reserve Fund Policy

Bolan reported and presented a proposal regarding the reserve fund that had originally been presented to the November 1991 meeting in Chicago but not acted on.

It was moved and seconded that the proposed reserve fund policy be adopted. In the discussion, an amendment was offered that would suggest a time limit on the policy. Amendment was accepted.

The motion as amended was ADOPTED, WITH 1 ABSTENTION. The adopted motion reads:

ACSP should strive to create and maintain a reserve fund over the next five years with a minimum balance no smaller than approximately twice the annual revenues of ACSP from all classes of membership dues.

Revenues to the reserve fund shall consist of dividends or interest paid from the investment of existing balances. Revenues shall also be paid into the reserve fund from surpluses of other ACSP activities as occasion may permit.

Withdrawals from the reserve fund would require a two-thirds vote of the Executive Committee meeting in a regular or special meeting, or by telephone poll, upon petition of the ACSP officers.

18. APA Student Liaison Report

Greg reported students trying to establish closer relations between APA and ACSP. They will continue to appoint a liaison from Student Representatives Councils. These have better representation from BCP and MCP programs. Sarah will appoint a new liaison. Requested that ACSP appoint a liaison to the Students Representative Council.

Discussion and questions. Kaufman, speaking for the committee, saw no objection to appointing one of our student representatives to serve as liaison to SRC.

(Jerry -- Do you have the full names of Greg and Sarah?)
19. Staff Assistance to ACSP President

Kaufman reviewed the previous discussions about the staff issue, including the most recent discussions with Carl Goldschmidt in Columbus. He noted that the experience of previous presidents was to engage someone at his/her university already on the payroll. He noted the differences between the executive director model that Goldschmidt was proposing as against an administrative secretary model who would more directly serve the President. He recommends that a half time administrative secretary be tried and that he has built this into the proposed budget. This would also give the President-elect flexibility in choosing exactly what she might want to do. It was suggested that this recommendation be voted on as part of the budget.


Kaufman presented the budget and the process by which it was developed. In the discussion question was raised whether the revenue base steady enough to pay staff. Projections of revenue base for a few years in the future was requested.

Motion made and seconded to accept proposed 93-94 budget with amendment to increase the salary of Rolf Engler to $3000. Discussion. An second amendment was proposed, and seconded, to accept the principle of hiring an administrative secretary but delete it from the budget until better figures and projections are provided. Second amendment failed: 3 yes, 5 nos. The vote on the original motion as amended followed:

It was moved and seconded to adopt the proposed budget for 1993-1994 and to amend the budget to increase the salary of the Bursar to $3000. VOTED: 5 YES, 1 NO, 1 ABSTENTION.

21. Adjournment

The Meeting was adjourned at 6:00 pm.

Respectfully Submitted,

Richard S. Bolan
Secretary-Treasurer