

Minutes
Association of Collegiate Schools of Planning
Governing Board
Semi-Annual Meeting
Wednesday, October 20, 2004

Columbia Room
Portland Marriott Downtown
Portland, OR

As Adopted at the March 19, 2005 Governing Board Meeting, San Francisco, CA

ATTENDANCE

Voting Members

Present: **Chris Silver** (Pres.), **Mickey Lauria** (Vice Pres.-Pres. Elect) , **Patricia Pollak** (Secretary), **Thomas Clark** (Treasurer), **Robin Boyle** (NC), **Elise Bright** (SC), **Sanda Kaufman** (NC), **Praveen Kumar Maghelal** (Stu.), **Raymond Massenburg** (Stu.), **Dowell Myers** (W), **Barry Nocks** (SE), **Connie Ozawa** (W), **Rolf Pendall** (NE), **Ken Reardon** (NE). (13)

Absent: **Wim Wiewel** (Past-Pres.) (1)

Non-Voting Members

Present: **David Brown** (Canadian liaison), **Karen Christensen** (JPER), **Charles Connerly** (Faculty Mentoring), **Cheryl Contant** (Conference Chair), **Randy Crane** (Nominations and Elections), **Bruce Stiftel** (Academy & Profession)

Absent: **Tridib Banerjee** (PAB), **Eugenie Birch** (PAB), **John Betancur** (Diversity), **Niraj Verma** (Doctoral), **Linda Dalton** (Reassessing Scholarship), **Nancey Green Leigh** (Strategic Communications), **Varkki Pallathucheril** (Technology), **Fritz Steiner** (PAB)..

Guests: **Shonagh Aylsworth** (PAB Exec. Dir.), **Jay Chatterjee** (Administrators' Conference-Local Host Chair), **Donna Dodd** (ACSP Admin.), **Glenda Fisher** (ACSP President's Assistant), **Nancy Frank** (UPDATE and website), **Lew Hopkins** (PAB revisions Task Force), **Deborah Howe** (2004 Conference Local Host Chair), **Jo Looye** (2006 World Planning Schools Conference), **Eric Moran** (Sage Publications), **Teresa Vazquez** (GPEIG), **Ruth Yabes** (Global Task Force),

I. THE MEETING WAS CALLED TO ORDER by President **Chris Silver** at 8:40 AM.

Motion: To adopt the agenda. (E. Bright moved, S. Kaufman second.) **Passed unanimously.**

II. OFFICERS' REPORTS

A. Reading and Approval of Minutes (Secretary Patricia Pollak reported.)

Minutes of the April 24, 2004 Governing Board meeting in Washington, DC read.

Motion: To approve the minutes of the April 24, 2004 Governing Board meeting.

(B. Nocks moved, C.Ozawa second.) **Passed unanimously.**

With corrections noted: 1. Delete notice of ACSP-APA Leadership dinner and insert notice of a joint ACSP-APA Leadership reception. 2. Correct typographic error in "Minutes-in-Brief" of Oregon book sale price, from \$5.00 to \$10.00, as reported correctly in the full minutes.

B. Treasurer's Report: (Treasurer Tom Clark reported.) (Written report submitted.) Treasurer Tom Clark reported that we expect to have ended FY '04 with approximately \$192K to carry forward. Tom noted that our fiscal year is July 1 to June 30. Of the carry-forward amount \$70,000 is allocated to the By-Laws mandated reserve (twice the dues base.) Final accounting will provide actual year end figures and these will be available at the Spring meeting. Our new fiscal year (FY'05) started on June 30, 2004. Tom requests that as part of routine organizational housekeeping, we plan to consider both the amount and purpose of our financial reserve requirements.

Treasurer Clark continues to be pleased with our financial arrangements. He reviewed our continuing progress in implementing the restructured financial system and once again noted the contributions of Donna Dodd, ACSP Bursar, and our accounting firm of Purvis-Grey.

We will vote on FY'06 next budget at the Spring mid-year meeting in San Francisco.

C. Vice President's Report: (Vice President Mickey Lauria reported.) (Written report submitted.)

Mickey relayed that ACSP publications and conference planning continue to go very well. He complimented both Cheryl Contant, Chair of the Conference Committee and Donna Dodd, ACSP staff for assuring that our publications and conference planning activities are running smoothly.

Vice President Lauria also reported that he organized three panel discussions for the current conference. One on "The Academy and Planning Practice" (Practice and Planning Theory, Connecting Research and Practice, and Complementarities and Reinforcements in Planning Education), and a precursor paper session for the 2005 Charleston meetings (The New South: Emerging Trends and Their Impacts). He also developed a call for proposals for the 2008 and 2009 annual conferences (The 2008 annual conference is to be a joint AESOP/ACSP meeting in the U. S.), and he convened his Review and Appraisal Committee (The committee will meet for the first time this Friday evening).

D. President's Report: (President Chris Silver reported.)

Chris reported that he has taken a look at the ACSP committee structure and noted that the functions of some committees overlap. In particular, he noted that The Academy and the Profession, Strategic Communications and Reassessing Scholarship all have concern with links within institutions and how we fit in and operate within the mission of the University. One committee was set up to anticipate difficult times for programs. Another was set up to assist with particular issues as needed at a particular time. They all address the manner in which our programs exist within institutions, the need to be proactive in making faculty aware of the need for strategic communications, how planning academics convey their scholarship and the combination of basic and applied scholarship. Chris has discussed this with current committee Chairs and hopes to merge the three committees within the next two months.

Chris also noted that the mentoring committee addresses ways in which units can develop mentoring programs. This committee is encouraging programs to present “best practices” at the conference and Chris suggests that the Diversity Committee consider doing the same. The mission of the Diversity Committee is to deal with diversity among Department Chairs, faculty and students. He also noted that a member institution can request a modest amount of support of approximately \$2,000 from the budget to develop and implement a diversity program and present it to the membership at an ACSP conference. Chris plans to establish an ad-hoc Task Force to develop this initiative and review proposals.

III. PUBLICATIONS

A. Journal of Planning Education and Research (Editor Karen Christensen reported.) (Written report submitted.)

Karen reported that the new electronic manuscript submission process seems to be working well in all aspects.

The 2004 Editorial Office Budget was presented.

Karen reported that a fifth Writing for Scholarly Publications Workshop was held in Berkeley in August for 14 participants. Workshop evaluations continue to be very positive. The ACSP contribution of \$2500. for out-of-pocket cost is appreciated.

The three person Chester Rapkin Award Committee for Volume 24 will be: Marcus Lane of Adelaid University as Chair, Lewis Hopkins of University of Illinois as continuing member and a new member to be appointed by the JPER co-editors.

The report from an electronic survey of *JPER* readers will be published in *JPER* 24:2 as “Report from the Editor.”

B. Report from Sage Publications (Eric Moran reported.)

Eric reported a 5 to 10% drop in subscriptions.

C. UPDATE/Website (Nancy Frank reported.)

Nancy reported that Update has been redesigned to improve readability. She raised the question of Update's content since schools have not been sending in material.

D. Guide/Institutional Data Project (Chris Silver reported for Sandi Rosenbloom.)

(Written report submitted by S. Rosenbloom.)

Although 105 US, 21 Canadian and 22 International planning programs or schools were contacted to participate in the 12th edition of the *Guide to Undergraduate and Graduate education in Urban and Regional Planning*, only 63 entries have been received to date. Only 21 Institutional Data Project surveys have been returned. Discussion ensued about the goal of and the continuing need for the *Guide*. If the main goal of the *Guide* is recruitment, the point was made that students, today, go directly to schools' websites for information. If, however, the goal of the *Guide* is to reinforce planning as a profession and to show all schools in a parallel format, then the *Guide* is more of a directory than a "Guide." In addition, the utility of the *Guide* as tangible evidence of the existence of Planning Programs and as a tool to demonstrate to University Administration the context of the local planning program should not be underestimated. The utility of the *Guide* as a resource for JPER was also noted.

It was noted that the timing of the requests for information for the Institutional Data project was not good for planning program administrators.

David Brown agreed to meet with Canadian schools' representatives and discuss why Canadian schools are not better represented in The Guide and in the Institutional Data Project.

IV. STANDING COMMITTEE Reports

A. Membership: (Chairperson Elise Bright reported.)

The membership committee has not met since prior to the Leuven conference, but plans to meet in Portland. The membership brochure needs to be updated and they will seek ideas for increasing membership.

B. Nominations and Elections: (Chairperson Randy Crane reported.) (Written report submitted.)

The Committee solicited nominations for the expiring Regional Representative posts per the following schedule:

- (a) Solicited nominations: through May 30 (Note: Too late for a Spring election)
- (b) Obtain ballot statements and propose a slate of candidates: by September 21.
- (c) Hold election and report results (each department gets one vote): by October 8.

The new Regional Representatives taking office at this meeting are: Jim Cohen, S. East; Sharon Gaber, S. Central; Elise Bright, S. Central; Rolf Pendall, NE; Dowell Myers, West; Robin Boyle, N Central.

In the Spring of 2005 the Committee will put together a slate for the following offices: Vice President/President Elect, Treasurer, and Secretary. In addition, one regional representative from each region will need to be elected. The elections will be conducted between February and April with the goal of having all results available prior to the Governing Board meeting at the annual APA conference in March 2005 in San Francisco.

C. Finances and Investments: (Chairperson Tom Clark reported.)

Tom reported that this committee will be reconvened on Saturday. Committee members are: Sandi Rosenbloom, Susan Bradbury-past Treasurer, Donna Dodd-Bursar, and Tom Clark-Treasurer.

The purpose of the committee is to determine, administer and provide oversight for the financial affairs of ACSP. Tom pointed out that the reserve fund of approximately \$70,000. can only be tapped into by a vote of the membership. As Treasurer, he will do a cash-flow analysis to determine what our maximum outlay at any one time has been. He also thanked Donna Dodd for her service.

D. Conferences: (Chairperson Cheryl Contant reported.) (Written report submitted.)

2004 Portland, October 21-24 (Host Committee Chairperson Deb Howe reported)

The 2004 Conference is a great success. Tracks are going very well and the new track “Emerging Topic: Planning and Public Health and Safety” was popular, with 12 sessions at the conference. The book fair is sold out, there are approximately 200 students in attendance, the mobile tours throughout the conference seem to be working OK, and COS is working well and improving.

Cheryl Contant reported that the Conferences Committee is already working on the 2005 and 2006 conferences. The Call for Papers for 2005 is already out. Hotel contracts for 2005 and 2006 have been signed. The MOA with Clemson for 2005 is under review.

The committee prepared a list of “Lessons Learned” and “Recommendations and Ideas” for future conference planning, administration, and implementation.

2005 Administrators Conference (Host Chairperson Jay Chatterjee reported.)

The conference will be held at the University of Cincinnati Conference Center—The Kings Gate Conference Center, on campus. Gary Hack is Program Chair for the New Chairs’ School. University of Cincinnati President Nancy Zimfer will present the keynote address which will focus on the theme of the role of a research university in community involvement.

A suggestion was made that that the regional reps contact the planning program administrators in their region to encourage attendance. A suggestion was made that there be a panel of Deans of Architecture and Planning schools discussing the relationship of physical design, architecture and planning.

2005 and Beyond

2005 Charleston, SC (Host Chairperson Barry Nocks reported.)

Plans for the conference are proceeding smoothly. The hotel contract is signed. Mayor Joseph Riley is confirmed as keynote speaker.

2006 Dallas/Ft. Worth (Host Chairperson **Elise Bright** reported.)
The conference site will be Ft. Worth, Texas due to the efforts of Planning Director Frederico Castro. Mr. Castro has assured that he will make every accommodation to assure the success of the conference.

2007 Milwaukee (Host Chairperson **Nancy Frank** reported.)
The Milwaukee conference committee is in the early stages of conference planning.

2006 World Planning Schools Congress (WPSC'06 Representative **Jo Looye** reported)
(Written report submitted.)
The Second World Planning Conference will be held July 10-16, 2006 in Mexico City. Jo Looye reported that the Conference venue has been determined to be El Palacio de Minería. Although the site is not handicapped accessible, proposals are currently being developed to deal with the accessibility issue. The World Schools' Conference Steering committee will meet in Portland during the ACSP Conference.

E. Review and Appraisal (Vice President **Mickey Lauria** reported.)
This committee has been constituted and will meet Friday afternoon for the first time.

F. PAB Site Visitor Selection: (President **Chris Silver** reported.)
Chris introduced Shonagh Aylesworth, the new PAB Executive Director. Shonagh is working to get PAB on a business as usual track. She is making efforts to build bridges and open communications. Cheryl Contant has been assisting in getting a site visit schedule established and on track. They are looking at examples of practices that will improve the accreditation process.

There will be a PAB and its Role in Planning Education open forum on Friday at 4:15 PM.

Every school should have at least two people in the Site Visitor Pool. Chris Silver will send an e-mail message to all schools about this.

Next year we will have a session to train Site Visitor Pool members to be Site Visitor Team Chairs.

V. SPECIAL COMMITTEE Reports:

A. PAB Task Force Group (**Lew Hopkins** reported.) (Written report submitted.)
[See PAB Task Force Group Report, a Response to issues raised by APA Divisions Council, some PAB recommendations and issues raised at the Open Forum held at APA in Washington, DC.]

B. Academy and the Profession (Chairperson Bruce Stiftel reported.) (Written report submitted.)

[See ACSP Committee on the Academy and the Profession Working Group Draft Proposal 17 October 2004 on Planning School Performance and Measurement.]

Bruce presented an update on the ongoing work of a sub-group of the committee. The draft proposal for an ACSP school performance measurement program was prepared by a working group consisting of: Bruce Stiftel, Linda Dalton, Fritz Steiner, Nohad Toulan, Anne Forsythe, and Dawna Terkla. The working group is exploring how such a program might be done, if ACSP decided to do this. Bruce stressed that the Draft Proposal is an update and not an action item. There has NOT been any decision to do this, but the committee, rather, is exploring how it might be done.

The proposed effort would address PAB accredited schools and separate bachelors and masters degree programs. Discussion centered on three points: 1. Can it be done? 2. What will the effects of such ranking/s be? 3. If done at all, should such a program be administered and analyzed internally or externally?

With regard to the update on planning schools measurement and performance several points were raised:

1. The committee members might not represent a full perspective of the stakeholders, but is rather weighted in favor of University administration. The committee should also include representatives from non-administrative faculty and representatives from different kinds of programs.
2. If we end with a single ranking based on weighting of attributes, it implies that all ACSP members subscribe to the process.
3. If someone else does such a ranking, then we can discount it. If we do it, then we must embrace the results.
4. Ratings are a problem when only some of the Departments in a College are rated and others are not. Administrators might tend to put resources into the programs that are "rated" and not into the ones that are not.
5. It was suggested that a ranking of approximately 20 measures be developed.

Bruce addressed the reasons we might want to do this.

1. University Central Administrations are demanding evidence of performance. The point was made that planning program administrators are repeatedly asked to point to objective data that helps University level administrators understand planning programs.
2. Programs need credible information to document their progress.
3. The image of Planning would be helped since such publications as U.S. News rank Departments as Architecture and Public Affairs, but not Planning Schools and thus Planning is not seen as a profession.

The Sub-Group is developing a proposal for the Committee on the Academy and the Profession. If appropriate, the Committee will bring a proposal before the Governing Board.

Bruce also reported that the University of Arizona has merged its planning program, with the Department of Geography, the Planning degree will continue to be offered. A strategic planning committee has been established to envision a successful model for a planning program in a College of Arts and Sciences.

Bruce also reported that AICP President Dan Lauber will establish a planners support team to aid when planning schools are threatened.

C. Practice in Planning Education (Chairperson Rolf Pendall reported.)

(Written report submitted.)

The report of this committee presents a compilation of the responses of the committee's members to questions of how their programs are currently engaged in practice.

D. Doctoral Committee (President Chris Silver reported for N. Verma)

The Rutgers group felt that there is potential in exploring the concept of coordinating the ACSP Doctoral workshop with the UBC Doctoral workshop in order not to compete with, but rather to compliment, each other.

E. Faculty Mentoring Committee: (Chairperson Charles Connerly reporting.)

The ACSP Mentoring Committee and the FWIG mentoring program have merged. An expanded Mentoring committee will be developing a proposal for an ACSP-wide mentoring program.

F. Institutional Governance: (Chairperson Patricia Pollak reported.)

The Committee reviewed the new By-Laws which were adopted at the ACSP Fall 2001 Business Meeting. The Committee has been reviewing the new by-laws as they pertain to ACSP practice and goals and has been assisting the officers in implementing the by-laws.

The committee recommends the Governing Board submit the following By-Law amendments to the membership at the semi-annual Business meeting here in Portland.

Motion:

- 1. That the name of the PAB Site Visitor Pool Selection Committee be changed to the PAB Advisory Committee in order to better reflect the full function of the committee within the ACSP organization. (Passed unanimously.)**
- 2. That the Institutional Governance Committee be made a standing committee in order to better reflect our need to have a continuing look at our policies and procedures. (Passed unanimously.)**
- 3. That the names of possible ad-hoc special committees, tasks force, interest groups etc. that are included as examples in the by-laws be deleted from the by-laws now that we have implemented our codified operating procedures and no longer need such examples. (Passed unanimously.)**

G. Planning Globally Task Force (Co-Chairpersons Ruth Yabes and Bruce Stiftel reported.)

The committee is planning to draft criteria for accreditation that deals with global components in a planning program curriculum. Bruce circulated a copy of the new first volume (2004) of the best papers from the world planning congress, entitled *Dialogues in Urban and Regional Planning*.

H. Strategic Communications (President Chris Silver reported for Chairperson Nancey Green Leigh.)

Chris reported that this committee will be merged with the Committee on Academy and the Profession.

I. Task Force on Architecture and Planning (President Chris Silver reported for Chairperson Hema Dandekar.)

This group will have a report at the next governing Board meeting. Trent Green and Hema are discussing current issues at their Saturday meeting. The task force is on target.

VI. INTEREST GROUP Reports

A. Global Planning Educators (T. Vazquez reported.)

This group will give 2 awards at the Awards Luncheon on Saturday for the Best Dissertation in International Planning and 4 awards for student travel to the ACSP Conference. These awards are generously sponsored by Gil-Chin Lim.

B. FWIG (Pres. Patricia Pollak reported.)

There was no FWIG meeting at the conference in Leuven. Activities will resume at this conference.

VII. CANADIAN LIAISON (Liaison David Brown reported.)

Habitat 2006 : On the 30th anniversary of Habitat in Vancouver, the World Urban Forum will meet in that city in 2006, with a focus on the following themes: 1) the secure city; 2) capacity building; 3) the learning city; 4) the liveable city; and 5) the uncertain city. The Canadian Institute of Planners and ACUPP will help organize and actively participate in this event. This would be an ideal opportunity to host an international forum on planning education. Further information on the event is at <http://www.unhabitat.org/hb/events.asp>.

Academic Publication: A second special issue of the Canadian Journal of Urban Research (CJUR) that focuses on planning issues in Canada was published in June under the title *Canadian Planning and Policy*: This is a joint project of the Canadian Institute of Planners (which is providing the funding), ACUPP and CJUR. We are on our way towards this being a regular annual event. For further information and to order copies of the issue, contact the editor, Ian Skelton [iskelton@umanitoba.ca]. A call for papers for a 2005 edition has also been issued.

Professional Development: CIP and ACUPP are considering options to develop a range of Professional Development courses. It is anticipated that some form of continuing

professional development training will become compulsory for CIP members in the near future.

Relationship with the Profession: The relationship between ACUPP and the Canadian Institute of Planners remains very positive. ACUPP representatives now sit as voting members on many CIP committees, including: National Council, Membership, Continuing Professional Learning, Publications and Academic Affairs. The main difficulty is to find the people, time, and energy to follow up on the increasing number of intriguing opportunities for collaboration.

Applications to Planning Schools: The number of applications to planning schools throughout Canada has increased significantly over the past few years. While it is difficult to identify precise reasons for this increase, it appears that many students are looking for employment in interdisciplinary fields that have a strong environmental component. The job market is also picking up with many cities reporting some difficulty in recruiting qualified professionals.

ACUPP Executive: Following the annual meeting in Toronto in July 2004, Hok-Lin Leung [leungh@post.queensu.ca] will serve as both Secretary and Treasurer for the Canadian association. David Brown will continue as President. The full slate of ACUPP representatives is on the web (www.acupp-apucu.mcgill.ca).

The Committee will put together a slate for the following offices: Vice President/President Elect, Treasurer, and Secretary. In addition, one regional representative from each region. The elections will be conducted between February and April with the goal of having all results available prior to the Governing Board meeting at the annual APA conference.

VIII. STUDENT Reports (Representatives Ray Massenburg and Praveen Kumar Maghelal reported.)

The students are continuing to work to get student profiles onto the website. Praveen Kumar Maghelal presented a proposal for a planning student exchange program.

IX. UNFINISHED BUSINESS and GENERAL ORDERS (President C. Silver reported)

There was no business to report.

X. NEW BUSINESS

1. Graduate Student Unions (Mickey Lauria presented a resolution developed by Peter Marcuse.)

“Be it resolved that the Association joins with other academic associations in supporting the collective bargaining rights of graduate assistants at all universities. Be it further resolved that the association condemns any retaliation against graduate students by University Faculty members or administrators for their activities. Be it further resolved that the Association recommends that the Administrations of Universities where Graduate Assistants seek to form unions work out a fair process for graduate assistants

to decide whether or not to unionize, in an atmosphere free from intimidation and coercion.”

There was discussion. A motion was made.

MOVED by Ken Reardon, Seconded by Connie Ozawa.

The resolution passed with 1 abstention.

2. Planning School Rankings

The Task Force should have something to present at the San Francisco Governing Board meeting in March 2005, including a recommendation with regard to whether or not to do it. There was opposition to a single ranked order. The point of separating Masters and Ph.D. programs was made. These should have different weightings. Masters programs are diverse and ought to be.

It was recommended that the Task Force be charged with focusing on statements for and against developing a planning schools ranking system and the feasibility of doing something like this. They should offer examples of methodologies. We would like operational as well as philosophical arguments for and against.

The Task Force will report in San Francisco in March 2005.

XI. ADJOURNMENT

Motion by Barry Nocks. Second Sanda Kaufman.

The meeting was adjourned at 1:55 PM.

2:00-5:00PM Joint ACSP/APA Leadership Meeting

Respectfully submitted,

Patricia B. Pollak, Secretary