

Minutes
Association of Collegiate Schools of Planning
Governing Board
Semi-Annual Meeting
Saturday April 24, 2004

Senate Room
Omni Shoreham Hotel
Washington, D.C.

Approved 10-20-2004, Portland, OR

ATTENDANCE

Voting Members

Present: Chris Silver (Pres.), Mickey Lauria (Vice Pres.-Pres. Elect) , Patricia Pollak (Secretary), Thomas Clark (Treasurer), Rolf Pendall (NE), Ken Reardon (NE), Robin Boyle (NC), Sanda Kaufman (NC), Barry Nocks (SE), Elise Bright (SC), Connie Ozawa (W), Praveen Kumar Maghelal (Stu.) (12)

Absent: Wim Wiewel (Past-Pres.) Roberto Quercia (SE), Joyce Levine (SE), Dowell Myers (W), and Raymond Massenburg (Stu.) (5)

Non-Voting Members

Present: Cheryl Contant (Conferences), Tridib Bannerjee (PAB), Fritz Steiner (PAB), Michael Hibbard (*JPER*), Bruce Stiffler (Academy & Profession)

Absent: Eugenie Birch (PAB), Ed Weeks (*JPER*), Karen Christensen (*JPER*), David Brown (Canadian liaison), Randall Crane (Nominations), John Mullin, PAB Site-Visitor Pool), John Betancur (Diversity), Niraj Verma (Doctoral), Charles Connerly (Faculty Mentoring), Linda Dalton (Reassessing Scholarship), Nancey Green Leigh (Strategic Communications), Varkki Pallathucheril (Technology), Hemalata Dandekar (Taskforce on Architecture and Planning)

Guests Jay Chatterjee (Administrators Conference-Local Host Chair), Nancy Frank (*UPDATE* and website), Kip Harkness (Chair, PAB), Lew Hopkins (PAB revisions Task Force), Deborah Howe (2004 Conference Local Host Chair), Mary Kay Peck (President, APA.), Karen Chapple (*JPER*).

I. THE MEETING WAS CALLED TO ORDER by President Chris Silver at 9:00 am.
Motion: To adopt the agenda. Passed unanimously.

II. Reading and Approval of Minutes

Motion: To approve the minutes of the October 23, 2003 Governing Board meeting. Passed unanimously.

III. OFFICER'S Reports

Secretary's Report: No additional items to report.

Treasurer's Report: Treasurer Tom Clark reported that he was pleased with our financial situation. He reviewed our continuing progress in implementing a restructured financial system. He noted the contributions of Donna Dodd, ACSP Bursar, and our accounting firm of Purvis-Grey.

Tom reported that Purvis-Grey will now provide us with quarterly print-outs of our to-date budget and financial status and an annual summation of our finances aggregating figures and account balances.

The ACSP financial system is established as a general fund account with sub-accounts. Some sub-accounts retain an asset base. For example, JPER requires a \$15K transition fund. Other accounts facilitate tracking conference and special event/project finances. Tom also reminded us that our By-Laws require that ACSP maintain a reserve of twice our annual institutional dues revenue.

Tom told us that our primary assets are currently deposited with American South, in several money market accounts. Currently, we also have assets in Cambridge Bank and Fidelity Investments. These latter investments will be consolidated as the individual instruments mature.

Treasurer Tom Clark presented the Governing Board with a draft 2004-2005 budget. He reported that it is projected that we close FY04 (ending June 30, 2004) with net unrestricted assets of \$259,740.00. Tom reminded us that our financial situation is in part explained by the exigencies of the conference schedule. We did not host a Fall Annual Conference in the U.S. in 2003 due to the joint congress with AESOP in Leuven, Belgium in the summer of 2003, although we did have an Administrators conference in fall, 2003 in Florida. During the next FY in fall 2004, we again will have the expenses of an Annual Conference (in Portland, Oregon.)

Vice President's Report: Vice President Mickey Lauria reported that during his first six months in office, both ACSP publications and conference planning continue to go very well. Mickey reported that the efforts of Cheryl Contant, Chair of the Conference Committee and Donna Dodd, ACSP staff have assured that our publications and conference planning activities are running smoothly. He complemented both on their work.

Mickey reported that the transition of the JPER editorship is going smoothly, and there are no issues in this regard to deal with at the present time. He also reported that ACSP Update continues to be produced and is going well, with additional material and information relevant to the ACSP membership and other concerned parties being made available through our web site.

Mickey reported that Conference Chairperson (Cheryl Contant) and her committee have been working diligently to prepare for the next two conferences. They have addressed various issues raised at previous meetings and all is in-order regarding conference preparation to date.

VP Lauria also reported that during this period P. Kumar Maghelal was appointed student representative to the Governing board, a final report for the 2003 Fannie Mae Foundation grant was prepared, a 2004 grant proposal to the Fannie Mae Foundation was prepared, and a membership for the new Review and Appraisal Committee was suggested to President Silver .

President's Report: President Chris Silver introduced and acknowledged the work of the new ACSP President's Assistant, Glenda Fisher, of the University of Illinois staff.

Sadly, President Silver then recognized North Central Representative Robin Boyle. Professor Boyle announced the tragic and untimely death of our esteemed colleague Alma Harrington Young, Dean of the College of Urban, Labor and Metropolitan Affairs and first holder of the Coleman A. Young Chair at Wayne State University in Detroit on Sunday March 14, 2004. Alma will be dearly missed by all of her colleagues at ACSP. By unanimous acclamation, ACSP will prepare and send letters recognizing Alma's many contributions to our organization to both her family and to our colleagues at Wayne State.

On a more joyful note, President Silver announced that Professor Marcia Marker Feld of the University of Rhode Island was presented with a Lifetime Achievement Award by the Office of University Partnerships at HUD, in commemoration of the 10th anniversary of the Office of University Partnerships, of which Dr. Feld was founding Director.

VIII. COMMITTEE Report (out of agenda order)

Doctoral Committee Report: Tridib Bannerjee (USC) presented the report on behalf of Committee Chairperson Niraj Verma. Tridib reported that Don Krueckeberg and David Listokin will be running the Doctoral Workshop July 15-17, 2004. Information about housing and costs of the program at Rutgers University will be sent out soon. The program will assist students in developing dissertation topics and there will be workshops and panel discussions on: writing the dissertation, funding a dissertation, employment after the dissertation and, the early years of one's academic life.

Discussion of the coordination of requests for funds for both the Doctoral Workshop and the ACSP Conference to the Fannie Mae Foundation Inc. followed. Don Krueckeberg will send information about the Doctoral Workshop to Glenda Fisher and ACSP will distribute the information about the program.

Mickey Lauria announced that he had received verbal assurance from the Fannie Mae Foundation Inc. for \$3,000.00 in support of students' tuition, fees, housing, and other costs associated with Doctoral Workshop attendance. ACSP has pledged \$2,400.00 for the same purpose.

There was no ACSP objection to GPEIG giving a dissertation award this year. Bruce Stiftel reminded all of the 1997-1998 Awards policy.

IV. CONFERENCES-ACSP Annual Conferences

2004 Portland, October 21-24

Program: Conference Chairperson Cheryl Contant reported the receipt of 757 paper proposals and session abstracts for the conference. As many of the accepted papers as possible will be accommodated in spite of the limited presentation slots. Some papers, however, may not be able to be presented. Efforts will be made to avoid this. To accommodate travel to the west coast, no sessions will be held on Sunday. Mobile tours will be scheduled on Thursday, Friday and Saturday.

Finances: Chairperson Contant reported that conference planning is proceeding on a “conservative on income” and “aggressive on expenditures” budget. Cheryl is confident that the conference will meet its financial goals. ACSP has assurances of financial contributions from The Fannie Mae Foundation Inc. and from Portland State University. We should hear from the Lincoln Institute next week.

Local Host: The Local Host Committee is chaired by Deborah Howe. There is a signed memo of agreement between ACSP and the Local Host Committee. The local Host committee has organized the preparation of a book about planning in Portland to be published by Island Press. Connie Ozawa is leading the work on this.

Other: Mickey Lauria reported that Fannie Mae will not be holding a Pre-Conference in Portland, as they have held at the sites of previous ACSP conferences.

President Chris Silver reminded us that the APA Leadership conference is taking place in Portland during the same dates as our conference. The goal of this planned co-location arrangement was to increase opportunity for continuing dialogue between practitioners and academics. There is a reception planned for the ACSP Governing Board and the APA Leadership, a Saturday session to address issues of practice in planning education and plans to invite the APA Leadership to the ACSP conference reception.

2005 Charleston, October 26-30

Contracts with three hotels, The Francis Marion, The Hampton Inn, and Embassy Suites have been signed. Clemson University is the Local Host; Barry Nocks (Clemson) is the Local Host Committee Chairperson. The Local Host Committee will make presentations in Portland to inform the membership about the conference. Barry reported that the Committee is planning to have Charleston Mayor Joseph Riley as plenary speaker. The opening reception is scheduled to be held at the Charleston Visitors' Center.

2006 Ft. Worth, November 8-12

The 2006 conference will be held in Ft. Worth, Texas, most likely at the Renaissance Hotel. The contract needs to be signed soon. University of Texas-Arlington is determining the reception site.

CONFERENCES-Other

New Chairs' School, March 31

Administrators' Conference, April 1-2

2005 Cincinnati

Bruce Stiffler is the Program Chair for these meetings; Jay Chatterjee Chairs the Local Host Committee. The meetings will be held at the University of Cincinnati Conference Center. Bruce reported that it was decided not to co-locate this meeting with the APA Annual National Conference in San Francisco (March 19-23, 2005) because of the intense and busy schedule of the Chairs and Deans attending the ACSP Administrators' Conference.

Second World Planning Conference, July 10-16

2006 Mexico City

Chris Silver reported for Jo Looye. 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.

V. PUBLICATIONS-

***JPER*:**

Manuscript Activity- Mike Hibbard, *JPER* co-editor reported. Mike reported that in 2003 *JPER* received 113 new manuscripts, of which: 38 (34%) were accepted; 23 (20%) revisions requested; 10 (8%) are under review; and 28 (25%) were rejected after review; 14 (12%) were rejected as inappropriate for *JPER*.

Looking back at the outcomes of submissions over the past decade, 33% of 1993 submissions were ultimately accepted, 28% of 1994, 38% of 1995, 35% of 1996, 21% of 1997, 32% of 1998, 33% in 1999, 33% in 2000, 20% in 2001 and 30% in 2002. The *JPER* rejection rate has generally trended upward: 33% in 1993, 35% in 1994, 38% in 1995, 48% in 1996, 63% in 1997, 42% in 1998, 44% in 1999, and 52% in 2000; 65% in 2001; and 57% in 2002.

Budget- the Editorial Budget presented by *JPER* co-editor Mike Hibbard is attached.

New Editors- The current *JPER* editors' term ends June 30, 2004. The new editor is Professor Karen Christensen, University of California, Berkeley. Karen Chapple, also of the University of California, Berkeley will join as co-editor, next year. Following a transition period from January 1-June 30, 2004, the new editor will assume full responsibility for the July 1, 2004-June 30, 2008 term. The editorial office will be located in Berkeley's Institute of Urban and Regional Development. As of January 1, 2004, new submissions and other correspondence have been directed to the *JPER* Editorial Office at IURD.

Writing for Scholarly Publication Workshop-

In 2003 the *JAPA* editors decided not to continue their participation in the Workshop. Because it has proven its value to new planning scholars, the *JPER* co-editors continued it as a *JPER* activity. This seems appropriate since *JPER* is the scholarly publication of an organization of academic planning programs, while *JAPA* is a publication of an organization of practitioners.

The out-of-pocket cost of the workshop has been about \$2500. ACSP has contributed \$1000 each year. In previous years *JAPA/APA* also provided financial support. This year the University of Oregon covered the costs above \$1000. The *JPER* editors strongly recommend that the workshop be continued and that ACSP increase its contribution to \$2500.

Chester RAPKIN Award-

The Chester Rapkin Award is given for the best article published in *JPER* each year. The Award includes a cash prize of \$1000, paid from an endowment created by family and friends of Chester Rapkin and maintained at the University of Illinois, Urbana-Champaign. The Rapkin Award is selected by a three person committee, with one new member appointed by the editors each year for a three year term.

Chris Nelson of Virginia Tech served as chair for Volume 22. Other committee members were Ann Forsyth of the University of Minnesota and Marcus Lane of Adelaide University (formerly at the University of Wisconsin, Madison). For volume 23, Chris will cycle off the committee. Ann will replace him as chair, Marcus will continue, and a new member will be appointed by the new co-editors.

UPDATE/Website

Nancy Frank reported that beginning with the February-March 2004 issue, UPDATE is now distributed electronically rather than on paper. The web-site has evolved and continues to evolve as a broad and reliable source of information for planning faculty and current and future students.

Discussion about UPDATE and web-site style, graphics, links, etc. followed.

GUIDE/Institutional Data Project

Chris Silver reported for Editor Sandi Rosenbloom. The data collection process for the 12th Edition, Guide to Planning Programs is to begin on April 26th. The book is due to be published in FY05.

VI. PLANNING ACCREDITATION BOARD-Discussion

Kip Harkness, Chair of the Planning Accreditation Board, joined the Governing Board meeting. Mr. Harkness relayed that Beatrice Clupper, former Executive Director, has left the Planning Accreditation Board and that a transition plan to a new Executive Director is being prepared. The plan's main goal is for accreditation to be seen as relevant and respected by a) the practice community and, b) the academic community.

There are three current priorities:

1. To ensure that school reviews in the pipeline continue on schedule as they have been going.

2. To solicit and obtain the right Director. Fritz Steiner will lead the search process. Chris Silver will appoint an ACSP representative. APA will appoint an APA representative. Kip Harkness will serve on the search committee.
3. To determine the best location for the PAB offices. It is important to recognize the autonomy and independence of the PAB from AICP and APA, recognizing that co-location with AICP and APA has been helpful for back-up and support.

Lew Hopkins is heading a Task Force to make recommendations to improve the Planning Accreditation process.

Discussion about a new PAB Director and improvements to the accrediting process followed.

VII. Remarks from APA President, Mary Kay Peck

Chris Silver introduced Mary Kay Peck, President of APA to the governing Board. Ms. Peck stated that at the prior day's APA Education Summit II, it was apparent that many of our interests overlapped with those of APA. There will be an APA Education Summit III at the APA Leadership Conference in Portland. Ms. Peck stated that the goal of APA is to work collaboratively to meet and deliver educational needs and that APA is embarking on initiatives that will impact schools and ACSP. APA hopes to build partnerships between academic planning and practitioners. The intention is to collaborate, not compete. They are formulating a communications plan and a membership growth plan.

APA has just completed a membership survey examining why planners are not members and how others value planners. The organization hopes to increase membership by 44% over the next ten years. That will be an increase of 15,000 members above the current 34,000. The four target populations for increased APA membership are: 1. allied professions,

2. Planning commissioners,
3. Students and,
4. The academic community.

A fifth may be added at the APA business meeting on Sunday, April 27, 2004. APA hopes that schools will assist with the membership recruitment.

APA intends to increase the visibility of and awareness about planning. They have met with the American Association of Guidance Councilors with a goal of increasing the number of planning student members.

Discussion about continuing professional education and licensing followed. Ms. Peck reported that interest in mandatory continuing education for planners is divided. But, in spite of the controversial nature of the issue, APA is looking into how to deliver continuing education to planners, planning commissioners and local officials. It was suggested that APA might encourage employers to pay for continuing education and back that with a strong requirement for it. The requirement would assure the demand for courses and the revenue stream to provide them. Such a requirement would also permit local government to build continuing education into the budget.

VIII. STANDING COMMITTEE Reports

Membership

Chairperson Elise Bright reported. The membership committee has not met for awhile. The Committee will resume meeting at the ACSP Conference in Portland.

Nominating

Bruce Stiftel reported for Randy Crane. With the adoption of the new By-laws, the terms of the regional representatives are staggered. The term of one representative in each of the five regions will expire in October, 2004. The nominations committee is currently soliciting nominations for these posts. The election is slated to be held by May 21, 2004.

PAB Site Visitor Pool Selection

President Chris Silver will appoint a committee to put forward candidates.

Review and Appraisal

Vice President Mickey Lauria reported that he will appoint a new committee soon.

VIII. SPECIAL COMMITTEES

Academy and the Profession

Bruce Stiftel, Committee Chairman, reported. The two new members of the committee are: Fritz Steiner and Jay Chatterjee. Bruce reported that there were 99 registrants for the New Chairs School at the Administrator's Conference on Amelia Island.

Bruce reported that, at present, two schools in serious danger of being closed:

- 1) The University of Arizona in Tucson and
- 2) The University of Tennessee in Knoxville.

Bruce also noted that practicing planners in Idaho are lobbying the state legislature for a new planning school.

The issue of this committee's name was raised. Chris Silver noted that there is an overlap in mission, to some degree, among this committee, The Academy and the Profession and the Reassessing Scholarship and the Strategic Communications Committees. Discussion about how to better coordinate activities and how to delineate the different roles of these committees followed.

Discussion moved onto the recent discussion on the e-list "PLANET" about the ranking of schools. It was pointed out that certain institutions, without comparable data, are disadvantaged in particular ranking schemes. This can be misleading to students, faculty and, administrators. The Committee on the Academy and the Profession will recommend a task force to President Silver to address the basic issue of summarizing indicators of the elements of planning schools.

Practice in Planning Education

Rolf Pendall reported. This new Committee will first meet during the APA Conference.

Diversity Committee.

President Silver reported that this committee will be reconstituted soon.

Faculty Mentoring

Chuck Connerly reported. Discussion about the committee's request for \$10,000 to launch an on-line syllabus exchange resulted in agreement that, as a start, links to on-line syllabi exchanges would be forwarded to Nancy Frank to be included on the ACSP web site.

The faculty mentoring committee will merge with the FWIG mentoring program, so ACSP will have one faculty mentoring program. To further this, FWIG has provided President Silver with the names of people who will be added to this committee.

Institutional Governance

Patricia Pollak reported. The committee recommends that ACSP consider the development of a new category of membership for retired faculty. Mickey Lauria requested tabling the motion for now and asking Chris Silver to send the issue to Committee for consideration.

Planning Globally Taskforce

Bruce Stiftel, Co-chair, reported. It was announced that a GPEAN charter has been ratified by nine member organizations. Bruce Stiftel (ACSP) and Vanessa Watson (AAPS) are the co-editors of a new book series entitled, *Dialogues in Urban and Regional Planning: Prize papers from the World's Planning Schools Associations*, to be published by Routledge. ACSP has agreed to publish 90 copies of the first book for distribution to planning schools. Panels, based on the book, have been proposed for the AESOP Conference in Grenoble and the ACSP Conference in Portland. A roundtable on GPEAN activities has also been proposed for the Portland Conference.

ACSA/ACSP Taskforce

No report.

Reassessing Scholarship

No report.

Strategic Communications

No report.

Technology

No report.

Global Planning Educators

GPEG will give a dissertation award at the Portland Conference.

FWIG

No report.

X. CANADIAN LIAISON

No report.

XI. STUDENT REPRESENTATIVES

Praveen Maghelal reported. He reported that the representatives have started the process of including graduate student profiles on the student web site. He also said that they have reported student reviews of the 2003 Dissertation Workshop at Berkeley to the Ph.D. Committee and that they have sent a general query through the Ph.D. Bowling League to ask students to raise concerns or issues they would like to have addressed at the Governing Board meetings.

XII. ACSP Budget

Chris Silver led the discussion of the proposed FY'05 budget. A question about the bank service charges of \$1400 was raised. It was speculated that in addition to fees for checking and other accounts these charges might be for the service fees for accepting credit card payments. This will be looked into. The \$600 for "Bursar expenses" was clarified to be for Bursar's insurance. The Ritzdorf Award was clarified to be for \$500. On the revenue side, we receive \$28,000 from the Fannie Mae Foundation Inc. and \$4500 from Lincoln Institute.

Motion: To accept the Budget as amended. (S. Kaufman moved, P.Pollak second.)
The budget was passed unanimously, 0 opposed, 0 abstentions.

XIV. NEW BUSINESS

Connie Ozawa asked if ACSP will buy 200-300 of the about Planning in Portland that Portland State has prepared in anticipation of the ACSP Conference. Portland State has 600 copies and this purchase will add to that number so that 800-900 copies are available, one for each conference participant. Discussion followed. Issues such as the criteria ACSP will use to determine what books it will subsidize and a publication strategy were raised. It was agreed that the books would be sold at the conference for \$10.00 each and that ACSP will match each book sold with \$3.50 up to a maximum of \$2,250. It was noted that the Portland State Conference proposal includes revenue of \$5,000 from local fundraising.

Motion- R. Pendall moved that ACSP give Portland State \$2250, for Portland State to make 600 copies of the book available at the conference. S. Kaufman seconded. The motion passed. 10-positive, 0-opposed, 2-abstain.

XV. ADJOURNMENT

Motion to adjourn by K. Reardon, R. Pendall seconded. Passed.
Meeting adjourned at 5:07 PM.

Respectfully submitted,

Patricia B. Pollak, Secretary