

Minutes
Association of Collegiate Schools of Planning
Governing Board
Semi-Annual Meeting
Trinity Central Room
Renaissance Worthington Hotel
Ft. Worth, TX

Wednesday, November 8, 2006

Approved April 14, 2007

ATTENDANCE

VOTING MEMBERS

Present:

Mickey Lauria, President
Michael Hibbard, VP-President Elect
Patricia Pollak, Secretary
Barry Nocks, Treasurer
Christopher Silver, Past President
Lynn McCormick, Northeast
Robin Boyle, North Central
Susan Bradbury, North Central
Elise Bright, South Central
Sharon Gaber, South Central
James Cohen, Southeast
Emil Malizia, Southeast
Connie Ozawa, West
Dowell Meyers, West
Chuck Fisher, Student
Lester King, Student

Absent: Rolf Pendall (Northeast)

NON-VOTING MEMBERS

Present:

David Amborski (Canadian Liaison)
Karen Christensen (JPER)
Cheryl Contant (Conference Chair)
Genie Birch (PAB)
Charles Hoch (PAB)
Tridib Banerjee (PAB)

Absent:

Karen Chapple (JPER)

GUESTS

Curt Winkle (incoming Conference Committee Chair)
Charles Connerly (Faculty Mentoring),
Bruce Stiftel (Academy & Profession),
Eugenie Birch, (Nominations & Elections),
Nancy Frank (*UPDATE* and website),
Jo Looye (2006 World Planning Schools Conference),
Varkki Pallathucheril (Enhanced Web Presence Task Force)
Sanda Kaufman (Faculty Women's Interest Group)
Marcia Feld (Retired Faculty and Davidoff Award Committee)
Dan Immergluck (incoming SE rep.)
Mildred Warner (incoming NE rep.)
Shonagh Merits (PAB Exec. Dir.),
Burke Nagy (Sage Publications),
David Siegel (APA President)
Sue Schwarz (AICP)
Paul Farmer (APA Executive Director)
Donna Dodd (ACSP Admin.),
Glenda Fisher (ACSP President's Assistant),

I. THE MEETING WAS CALLED TO ORDER by President Lauria at 9:05 AM

Motion: To adopt the agenda.

S. Bradbury moved, J. Cohen second.

Unanimously approved.

II. OFFICERS' REPORTS

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

Minutes of the April 22, 2006 Governing Board meeting were circulated. Governing Board members will submit written corrections throughout the morning session.

Motion: To approve the minutes with the addition (in the conferences report) that the committee has adopted the policy that student presentation proposals that are rejected will be encouraged to present in a poster session.

Jim Cohen moved. Emil Malizia second.

Passed unanimously.

B. Treasurer's Report: Treasurer Barry Nocks reported.

Barry told the Governing Board that our accountant, Nancy Harrison, formerly with Purvis Gray moved to a new firm. Our account will remain with her at her new firm of WHHK in Tallahassee. Our relationship with her will be the same, at the same fee structure.

We are making a transition to QuickBooks.

We have placed \$200,000 into 7 and 28-day variable rate securities that are yielding 5.1-5.3%. We have a balance of \$203,000.00 as of 10-31-06.

A review of our finances was circulated. *See attached.*

We reviewed income and expenditures for FY '06, amount budgeted and actual expenditures. We expect to have approximately \$254,000. in our general fund (including required reserves) and an anticipated net revenue of \$43,000, with a total ending assets balance of \$289,800.

The question of committee and award expenditures was raised. Donna Dodd explained that award expenses were previously recorded under the general fund. It is now reported as a conference expense on the conference financial report. The suggestion that committee budgets and allowances be communicated to committee members annually was made.

We will vote on FY'08 budget at the Spring mid-year meeting in Philadelphia

Motion: To accept the Treasurer's Report. Susan Bradbury moved. Connie Ozawa, second.
Passed unanimously.

C. Vice President/President Elect's Report:

Vice President/President Elect Michael Hibbard reported.

Michael reported that he has appointed a review and appraisal committee. The members are: Dowell Myers, Tridib Banerjee, Emil Malizia, Hema Dandekar, Daniel Serda, Faranak Miraftab, Annette Kim, Mulu Wubneh, Sharon Gaber, Paul Farmer (Exec. Dir. APA.)

In anticipation of the end of our current contract with Sage (12/31/2007), Mike has spoken with representatives of the following publishers: Blackwell, Elsevier, and Routledge/Taylor and Francis. Karen Christensen spoke with a representative of Jossey-Bass.

They would offer us roughly the same terms as Sage and there would be costs to moving to another publisher. Since the current JPER Editors and V.P. Mike Hibbard are pleased with Sage's performance, we will continue our publication arrangement with Sage. In response to a question, Mike reported that the new arrangement with Sage extends our relationship with them until December 31, 2012.

In summary, the financial terms are favorable, the number of pages in the Journal will increase, Sage will support the writing workshop, and ALL ACSP members (capitated and all other categories of individuals) have access to on-line versions of: The Journal of Planning History, Journal of Planning Literature, and Planning Theory. In addition, all ACSP members are eligible for a twenty percent (20%) discount on all Sage published books. Information about these benefits to member schools and individual faculty will be put on the ACSP website.

The terms of the new arrangement with Sage are attached in a memo to the Governing Board from VP Hibbard. *See attached memo.*

Mike introduced Burke Nagy, our representative from Sage Publishers.

Burke reported that the process of ACSP-Sage contract renewal went very smoothly and Sage is very happy to reach agreeable terms with ACSP.

Emil Malizia questioned making a commitment to 2012. Mickey Lauria replied that this renewal is occurring a year earlier than necessary because we will have new JPER Editors next year and he felt it was preferable to have publication contracts and new editorships not occur at the same time

Motion: To approve the proposed agreement with Sage.

Emil Malizia moved. Chuck Fisher second.

Passed unanimously.

Mike Hibbard reported that the JPER 4-year Editors term is at the point where we need to begin the process of seeking and designating the next editor/s. The future JPER editor/s is due to begin a transition period in January 2008 and will be the editor/s as of July 20, 2008.

Motion to accept the Vice President's Report.

Connie Ozawa moved. Elise Bright second.

Passed unanimously.

D. President's Report: (President Mickey Lauria reported.)

President Lauria introduced the new Governing Board members, regional representatives Dan Immergluck, June Thomas, Mildred Warner, and John Landis.

He thanked out-going regional representatives: Robin Boyle, Jim Cohen, Dowell Myers, Rolf Pendall, and Student representative Lester King.

He also thanked the Governing board members for reviewing the proposed PAB document changes by e-mail. The e-mail vote on the revised document was 13 ayes and 1 abstention.

The President reported that he would set up the committee to search for a new editor for JPER in December. The incoming editor/s will be selected at the spring Governing Board meeting in Philadelphia. The next editor's transition period will begin in January 2008. The new editorial team commences its tasks solo as of July 08. On behalf of the Governing Board, President Lauria extended the heartfelt thanks of the ACSP organization to Karen Christensen and Karen Chapple for their excellent leadership and work as editors of our journal, JPER.

A report on ACSP strategic planning will be presented later in the meeting. Chris Silver will conduct a short priorities-generation session at the annual business meeting which will take place on Thursday (beginning at 1:45pm.) Further, Chris also will request suggestions for the strategic planning process at the awards luncheon and will circulate note cards for the purpose of collecting these. The information will be input to the strategic planning session steering committee and will be available for all members to review on the ACSP website.

A workshop will be held tomorrow to solicit input to the enhanced ACSP web presence project. Varkki will run the workshop to explore how our web presence can be improved.

Mickey has received updates on the progress of the planning school assessment project from last Spring's meeting to date. He reports that the committee has been diligent in addressing concerns raised by members of the Governing board. Charlie Hoch will make a presentation on this later in this meeting. At this time, however, President Lauria thanked the committee for its diligent efforts.

A discussion of budget set-asides will be led by the Finance and Investment committee during its report.

Mickey reminded the Board that from 6-7pm today there is an ACSP/APA Leadership Roundtable. At 7:30pm, there is a joint ACSP/APA leadership dinner at the Petroleum Club, on the 39th floor. Paul Farmer, Executive Director of APA will have more information on both of these activities for us.

President Lauria announced that our colleague and former ACSP President Don Krueckeberg is very ill with cancer. Has gone through tough chemotherapy. Although he is somewhat improved now, his prognosis is not very good. The Governing Board has sent a card and inquired if Don would appreciate a special session at the conference. As a measure of respect for Don's wishes, there will not be a special session in his honor. Don, however, would appreciate hearing from those he knows well.

The President requested a **Motion** to send personal notes to Don, rather than email. Moved by Patricia Pollak. B. Nocks and C. Ozawa, second.

Passed unanimously.

Motion: To accept the President's Report.

Susan Bradbury moved, Lynne McCormick second.

Motion passed.

III. PUBLICATIONS

A. Journal of Planning Education and Research: Editor Karen Christensen reported. *See attached report.*

Karen Christensen reported for the JPER editors. She noted that recently manuscript submissions have increased and that as a result of increased pages, we have been able to publish more articles than previously possible.

Karen also reported that the editors are very happy about the new contract with Sage. The increased pages in the new contract with Sage will enable us to publish even more articles.

Karen reported that the writing workshop was very successful and one of the participants has already had a paper accepted for publication in JPER. Another outcome of the workshop is that suggestions for writing a scholarly paper, in addition to directions for submission of articles to JPER, will be added to the ACSP website.

Karen invited all to attend the Editorial Board meeting on Friday in the Treaty Oak Room at 2:15.

Co-editor Christensen announced that co-editor Chapple will be on maternity leave. Mike Teitz has offered to assist in her place.

B. Report from Sage Publications Sage Representative to ACSP, Burke Nagy reported.

Karen introduced our Sage representative, Burke Nagy. He stated that he was pleased that ACSP would be to be continuing its relationship with Sage. He described the process of Sage moving to consortia subscriptions (groups of libraries subscribing to journal packages).

Burke was asked how the consortia subscription model differs from single journal subscription model. Burke replied that more libraries join subscription consortia because

they have more bargaining power. From the publishers' perspective, there is wider access to libraries and revenue is expected to increase.

Burke explained what a journal's Impact Factor is and what it means that JPER has an Impact Factor of 0.22. He said that there is a calculation of citations of publications from the previous two years (from the social science citations index.) It gives an approximation of the number of people reading an article, its exposure, and how many citations come from it. The comment that such measurement is problematic was made. If JPER is not ranking very well relative to some other related social science journals, perhaps we are not citing ourselves enough. There was a general discussion of the quality of the Impact Factor calculations and it was noted that many planners do not publish in journals included in the SSCI.

C. UPDATE/Website (Nancy Frank reported.)

Nancy reported that Update is going along well, as usual. Having given thought to an enhanced website, Nancy looked at the current capacity of our service and reported that there is ample capacity to expand. She will be at the website workshop tomorrow.

D. Guide/Institutional Data Project "The Guide" (Mike Hibbard reported)

Mike reported that although at our last meeting he believed that the guide was close to publication, he subsequently found out that some of the data was out of date and that approximately half of the schools who agreed to participate in the Guide have not paid their fees and/or have since decided not to participate. Discussion at the officers meeting suggested a delay in publication in order to give schools an opportunity to submit up to date information, permit those owing money to pay and to permit those who have not yet chosen to participate to do so. In addition, Donna's firm will submit a proposal for a contract to update the data, include more institutions, and collect the revenues due. It is hoped that the up-to-date Guide would be published by the early summer. Although the product will be delayed a bit more, it will be an improved product.

Mickey stated that there would not be any changes in the Guide product for this edition. We really do not want any further delays in its production and we do need to meet our contractual obligation to the organization.

President Mickey Lauria reiterated that one goal of the improved web presence is to be able to have constantly updated information. The current method of a printed Guide takes too long to collect, collate, produce and distribute.

Discussion followed:

Comments were made that third party packagers are disseminating "rankings" and that we really do not know why or if students use the Guide to research programs. Perhaps the buzz over the Planetizen guide will inspire our members to submit the information needed for the ACSP Guide. In terms of speed of production, the suggestion that this function be made a staff responsibility rather than a volunteer task was made.

Since the last Guide was printed in 2000, one member suggested that there is probably a large demand for a new Guide.

We should produce this edition, but take a new look at its intent and the nature of its demand. We should also recognize the Planetizen guide and provide something different.

Perhaps we could have members access to parts of the website permitting active updating by member schools.

Planetizen is speaking to our consumers. It is taking our revenue and in so doing, it is teaching us a lesson. Their product may not be the best, but it is out there. Our job is to ensure that programs update information and provide “authorized” information.

The Planetizen guide has attracted a lot of attention. Perhaps we should either endorse or condemn their guide.

The point is to make the information easy to access.

We should not ignore that there are quite a few potential students who want a hard copy of this data.

IV. STANDING COMMITTEE Reports

A. Membership: Chairperson Elise Bright reported.

The membership committee will meet tomorrow.

Elise contacted APA to do a mailing for ACSP membership and provide a table in the APA conference vendors’ room, but the response was negative.

Motion:

The committee recommended extending the \$35 student membership rate for 1 year after graduation.

Passed unanimously.

B. Nominations and Elections: Chairperson Eugenie Birch reported.

In the Spring, we will hold elections for ½ the Regional Representatives and the Vice President/President elect, Secretary, and Treasurer for a 2007 – 2009 term.

Suggestions for nominations are always accepted.

C. Finance and Investments: Chairperson and Treasurer Barry Nocks reported.

The purpose of the committee is to determine, administer, and provide oversight for the financial affairs of ACSP. Barry reported that our requirement for reserve funds is currently twice the annual dues receipts (or approximately \$70,000.) The committee has raised the question of a change in the amount of required reserve. The Treasurer has suggested \$100,000. Our accountant has suggested \$170,000. Although the fund cannot be used without a vote of the entire membership, we can invest the funds and use the income generated for a designated purpose if we wish.

Barry relayed that our investment policy has been to put our money into conservative investments such as CDs, municipal bonds, or other AAA rated investments. Barry suggests that we put 15% of our funds into a stock index fund.

The comment was made that perhaps we should consider a fixed amount, with a likely anticipated yield, to cover the cost of a goal established during the strategic planning process. It was noted that in the past, we have made more short-term investments, but it would be a good idea to look more long-term investments as well.

D. Institutional Governance

Chairperson Patricia Pollak reported.

A new committee has been constituted and will meet at this conference for the first time. The committee's agenda is to review: the distribution of ACSP regions, our awards policy, our election timing, term limits for regional representatives, and the relationship of international planning groups to our Governing Board. The meeting is scheduled for Thursday at 8.30AM. All are welcome to attend and/or to leave comments and information at the hotel desk for me or for any of the committee members.

E. Conferences

Cheryl Contant reported.

1. 2006 World Planning Congress (Johanna Looye, ACSP representative to the GPEAN World Planning Congress steering committee, reported) **See attached report.**

Johanna reminded us of the history of GPEAN and the World Planning Congress. In 2001, the first World Planning Congress was held in Shanghai. At that time, it was agreed that another similar Congress would be held five years hence. Coordinating and Steering Committees were formed. The 2006 Congress was held in Mexico City. There were approximately 650 – 700 attendees. Overall feedback has been positive in spite of some logistical problems such as those with credit cards. Donna Dodd has not yet been paid and Lou Albrecht and Johanna Looye have not yet been reimbursed for airline tickets. Communication is the primary problem at this point. The liaison from Mexico (Enrique) has indicated that there are some cash flow difficulties to be resolved.

Motion:

That ACSP write a letter requesting that UNAM fulfill its financial obligations to Donna Dodd, Louis Albrecht, and Johanna Looye.

Barry Nocks moved. Robin Boyle second.

Discussion:

Donna Dodd was asked to provide professional assistance via a contract to the World Planning Congress. \$22,000 is owed to Dodd and \$2,000 - \$5,000 is owed to Looye and Albrecht. Discussion revolved about whether ACSP should front the fees owed and attempt to collect the amounts due from UNAM.

Mike Hibbard suggested an amendment to the motion: That the ACSP President be authorized to send a letter to UNAM urging that Dodd, Albrecht, and Looye be paid as soon as possible, for the good of UNAM and for the good of the individuals involved.

Nocks and Boyle accepted this as a friendly amendment.

Amended Motion: That the ACSP President be authorized to send a letter to UNAM urging that Dodd, Albrecht, and Looye be paid as soon as possible, for the good of UNAM and for the good of the individuals involved.

Discussion: the question of including an acceptable payment schedule was raised.

Motion: To Table.

Emil Malizia moved. Sharon Gaber second.

Motion passed.

Discussion: Should we include concern about Louis Albrecht's payment?

The question of the tabled **Motion** was called.

Passed unanimously.

[Consideration of the main motion was resumed later in the meeting, See "Unfinished Business, pp 18-19."]

2. Conference Committee Cheryl Contant reported. **See attached report.**

The Conference Committee reported that this conference hotel is cooperative and responsive. The staff are very interested in pleasing us.

This conference is the first time we are able to provide "publisher scholarships" from the revenues gained in the previous year's book sale. Priority has been given to first-time ACSP Conference attendees.

Conference registration is a little low with 460 faculty and 215 students pre-registered. This does not include on-site registration. Cheryl speculated that this might be due to the recent Mexico City World congress. We received 692 abstracts (a little lower than usual), from both students and faculty.

The conference program is a larger document than usual because of Kinko's error in printing on only one side of the page.

There have been a number of schedule changes, including the move of the Annual Business meeting to Thursday and the scheduling of Mobile Workshops throughout the conference rather than on one dedicated afternoon. Most of the local host sessions were scheduled during one time slot in attempt to increase attendance at these sessions.

3. 2007 Conference- Milwaukee Local Host Chairperson Nancy Frank reported.

See attached report.

Nancy reported that the Local host committee was very excited to have ACSP in Milwaukee next year. The material Nancy distributed provides overview of the conference setting and features of the community. Nancy reviewed the material and reported that the conference theme will be "Building Ladders to the Middle Class." A local program is leading an effort to establish a high school with a planning emphasis that is due to open in fall 2007 and will be part of several local host sessions, tours.

Conference Committee report, resumed. Cheryl Contant.

Cheryl Contant said that the committee is continuing to work on the quality of conferences including its production, scheduling, and participation. The committee is continuing to enforce the no multiple program placement policy to increase number of formal participants. The committee is also enforcing a no-show policy. That is, if a presenter has not registered by a certain date, the person's name will be removed from program. The committee hopes that the program will then be more reflective of the actual conference.

Cheryl thanked the four outgoing Conference Track chairs:

She also thanked Donna Dodd, Glenda Fisher, Claudia, Kathy, and Kristen for their assistance in making the conference a success. Applause.

Since this is the last conference under the chairpersonship of Cheryl Contant, Mickey Lauria offered sincere thanks to Cheryl on behalf of the Governing Board and all of ACSP for her efforts and success with the conferences under her tenure. Applause.

4. 2008 Joint ACSP/AESOP Curt Winkle

Mickey Lauria introduced the new Conference Committee Chair, Curt Winkle, to the Governing Board. Curt thanked Donna Dodd and Cheryl Contant for their assistance in helping him get up to speed on his responsibilities.

Curt announced that the 2008 conference would be a joint ACSP/AESOP Conference to be held in Chicago in July. The theme has been approved by both the ACSP Conference committee and by AESOP. Fliers for the conference are ready and will be distributed here and next week at the AESOP conference. The two organizations are working to merge tracks and coordinate scheduling.

5. 2009 and beyond Mike Hibbard

Mike said that he is hoping that the 2009 conference can be scheduled to coincide with the APA National conference in DC. Virginia tech in Alexandria has expressed interest in hosting the conference. The possibility of a UVA-VTech co-hosted conference is being explored. Mike expects a formal proposal to be presented for a vote at the Spring Semi-Annual Meeting. The 2010 conference may be in Minneapolis. Mike also expects a formal proposal from the University of Minnesota to be presented at the Spring meeting. USC has expressed interest in hosting the 2011 conference.

6. Administrators' Conference 2007 Bruce Stiftel reporting for Bill Siembieda.
See Minutes, page 17.

V. Guests: APA President and APA Executive Director

David Siegel and Paul Farmer.

President Mickey Lauria introduced our guests from the American Planning Association, APA President Dave Siegel, and Executive director Paul Farmer.

Members of the APA Board (16) and of the AICP Commission (8) were present.

Introductions were made. (APA and then ACSP Governing Board members).

Dave Siegel stated that the new APA President Bob Hunter would take office in June.

Paul Farmer said that he hopes that interaction with ACSP will go beyond co-locating our conferences. He hopes that there can be better integration between the two organizations. He pointed out that the ACSP Governing Board is invited to attend the APA Leadership dinner tonight.

The three current APA initiatives are: growth, education, and communications. APA has renewed vigor to pursue these initiatives.

Growth: David Siegel reported that APA now has 41,000 members.

The free student membership program is very popular. APA is working on membership retention and attendance at national conferences. He also told us that the vast majority of planning faculty are APA members. APA is trying to serve entire planning profession.

Education: Dave Siegel said that APA is interested in ensuring that planning schools produce well-educated planners. There is a committee headed by Linda Dalton to pursue the APA mission of assuring quality professional planners. He hopes that curriculum development specialists and teachers increase young (grade school) students learn about the need for and develop an interest in planning. A forthcoming taskforce will look into opportunities and curricula. Dave said that he is looking forward to working more closely with ACSP to assure that schools educate good planners.

Communications: APA is also looking at how planners communicate with their publics. In Oregon (Dave's home state) comprehensive planning is mandatory. Dave is interested in building a culture of capacity for planning. October 2009, the last month of the centennial celebration is National Planning Month. APA has prepared PSAs (Great Communities through Planning). APA is also embarking on a new program "Great Streets, Great Neighborhoods, Great Parks, Great Places." The message is the benefits of planning. The goal is to have a better conversation with American public. APA wants to refocus communication to community leaders and citizens.

Paul Farmer reminded us that the Centennial of Planning in America (2009) is coming up. The 2008 Las Vegas conference will be APA's 100th. From October 2008 to October 2009, there will be a major planning exhibit at the National Building Museum in Washington, DC. He extended an invitation to ACSP to meet along side APA in September 2009 (dates flexible) in Washington DC.

Sue Schwarz relayed that AICP has two major initiatives. One, certification maintenance, seeks to legitimize certification. The second is to instill the need for continuous professional growth.

VI. STUDENT REPRESENTATIVE

Lester King reported.

See attached report.

Lester reported the need for improved student communication. The student representative position on the ACSP Governing Board does not assure good inter-student and student-ACSP communication. He plans to raise the issue at the website improvement session and hopes that some improvement will be possible through that avenue.

He also asked the Governing Board to allocate specific responsibilities to the student representatives. The students feel that they could make a greater contributions to ACSP with a more responsible role on the Governing Board.

ACSP has changed its financial reimbursement policy for Governing Board Student representatives. The schools are expected to support our Student Representatives' attendance at the fall meetings. ACSP supports the Student representatives' attendance at the Spring Semi-Annual Governing Board meeting. The students request a re-examination of the reimbursement policy. These financial arrangements hinder the ability of some students to become a representative.

Question: What was the rationale for the policy?

Answer: No financial support was provided because the Student Representative positions were created at a time when ACSP financial resources were very limited.

Question: Are students interested in becoming Representatives to the Governing Board?

Answer: The limited ACSP visibility among students may be a function of the minor role the position has on the Governing Board.

Comment: The fact that many students are not sure if they will follow an academic or professional career path may reduce interest during the student years.

Comment: Would reserving eligibility for the Student Rep position to a second year student help address this issue?

Comment: Should we consider increasing the resources to bring students to the conference?

The \$250 each from the sale of the book fair books, aka the “Publishers’ Scholarships,” just covers registration. Recipients of this award do not receive complementary registration. President Lauria: One possible use of a funds set-aside ‘endowment’ could be to support student attendance at the conference.

Comment: We also have ten (10) ACSP-funded student scholarships for conference attendance that do each include complementary registration.

VII. SPECIAL Committees’ and Task Force Reports:

A. Doctoral Committee Charlie Hoch reported.

Charlie reminded us that the first Ph.D. student dissertation workshop was held in Norway in 1999. The committee now proposes a three-day intensive workshop focusing on the dissertation. The goal would be to move students from the position of consumer of knowledge to being a producer of knowledge. An additional benefit would be the bonding of a cohort of potential new academic peers.

The conference packet contains a flyer on next PhD Workshop that will be held in Chicago in July. Mickey Lauria encourages schools to step up to host such an event.

B. Academy and the Profession Chairperson Bruce Stiftel reported.

See attached report.

Bruce reported that the field of “planning” could be listed in one of two different categories of the National Research Council’s compilation of subjects.

One is “Emerging Areas.” This heading currently includes ‘Urban Studies and Planning’ and uses a short form for data collection. There are no ratings for programs in subjects listed under this heading. The second is in the ‘Urban Studies’ subfield of ‘Public Affairs.’ This is a new field, in existence for approximately two years. Previous to this, the NRC listings did not include fields and sub-fields where the PhD was focused on practice rather than a traditional academically recognized discipline.

C. Faculty Mentoring Chairperson Chuck Connerly reported.

See attached report.

The committee has initiated the new All-ACSP mentoring program. There have been 30 applications from colleagues seeking a mentor. They are from people all over the country and primarily assistant professors. We have also received seven applications from colleagues volunteering to be mentors. The committee is actively seeking expressions of interest from those willing to serve as mentors. Matches are in process. The Committee will meet Saturday to discuss monitoring, evaluation, and program implementation.

D. PAB Advisory Committee Chuck Connerly and Genie Birch reported.

Chuck reminded us that the function of this committee is to apprise the Governing Board of current issues of the PAB, respond to various PAB issues, such as the drafts of the revisions to the PAB accreditation document, with ACSP interests in mind, and to assure that ACSP is appropriately represented in the work of the PAB, including on the various PAB site visit teams. Last year ACSP added 23 new members to the PAB site visitor pool, this Fall ACSP added 10 more people. The Committee will continue to seek representation on this pool from all ACSP member schools.

PAB Revision II See attached report.

There are currently 71 Universities with 83 accredited planning programs in the U.S. Two programs have been removed from the accredited list this year. The University of Rhode Island's planning program was disbanded. The University of Tennessee program lost its accreditation but is expected to return.

The PAB has instituted the requirement for progress reports, since many schools do not respond to shortcomings noted in their assessments. In the fall of 2006, the PAB reviewed seventeen (17) program progress reports. Not all were approved as acceptable.

In order to keep the site visitor teams fresh and renewed, PAB has instituted a policy of having a new member of the site visitor pool on each team. One year it is a practitioner new to the pool, the next it is an educator. This year the goal is to have one new educator-member of the site visitor pool on each site visit team.

The PAB has hired a lawyer to assist in the review of the PAB by-laws, since the home office of the PAB has moved from Iowa to Illinois.

PAB now has 100% electronic submissions of reports. There is, in addition, a new template for reports.

The organization has been pronounced fiscally sound after a recent audit showed the finances to be in the black.

PAB has received a 10 year accreditation from CHEA (The Council on Higher Education Accreditation.)

APA has appointed Steve Preston to the PAB. ACSP appointment, Ari Limm, an administrator from the University of Florida, is completing his 3-year term and can be reappointed.

The update to the PAB document has been approved by ACSP and AICP. It is now ready for an APA consent vote.

Implementation: Phase I is that all reports from the summer and fall of 2006 have to comply with the new requirements. Phase II is mandated for summer 2008 compliance. Program Chairs will be trained in the revisions at the 2007 Administrators Conference.

There will be a roundtable discussion on the changes here in Fort Worth.

In summer, 2006 there will be a site visitor refresher conference call.

The website is being updated and should be on-line by the first of 2007.

A chart, "A Portrait of PAB Planning Programs, 2005" showing the distribution of students, faculty, and schools represented by PAB was distributed. 26% of schools are not represented on the PAB site visitor pool. There are 580 full-time planning faculty and 6192 students enrolled in planning programs. Of these, 81% are full-time. **See attached chart.**

See attached "The Accreditation Document, April 2006."

**E. Planning School Assessment Project Action Task Force Charlie Hoch reported.
See attached report.**

The Task Force began its work in June of 2006, in response to the April 22, 2006 Governing Board vote in San Antonio. The charge to the group is to implement a benchmarking, not ranking program.

The following were appointed to the Task Force:

Dowell Myers
Sharon Gaber
Charles Hoch
Randy Crane
Linda Dalton
Ann Forsyth

The Task Force prepared an RFQ according to Governing Board charge.
A budget of \$25,000 was set;
The data will belong to ACSP;
There will be an embargo on any publication from the data;
The data are confidential;
The contract will be for a fixed price and will specify any potential overrun or additional costs.

Four proposals were received. The Task Force found two (Voorhees and Pike) to be acceptable and recommends one (Voorhees) on the grounds of its adaptability to ACSP needs.
Question: Is the proprietary data restricted for a period of time?
Task Force (TF): This is an issue with Pike. Could future use of data be implicit in the proposal pricing?

TF: The concern is what, precisely, do we want? For the \$25,000, what do we want to accomplish? Voorhees appears to be willing to take the question a bit further than Pike.

Comment: There is a wide variation in faculty and program characteristics. We need to have a normalized model.

TF: The issue is not that it is not important, but how to collect all that data for the price given. The consultant will require the board to provide some leverage to elicit data not otherwise available from the programs.
Question: Shouldn't these questions be asked now so that we do not sign a bad contract?

Question: What are the benchmarks?

Comment: \$25,000 doesn't sound like enough money for this work. Recall our problem with The Guide. Perhaps we would rather spend our money doing a better job on the data in the Guide to Graduate Schools.

Question: What exactly are the deliverables?

TF: A set of measures that will be an instrument for the collection and compilation of data.

TF: The Governing Board seems to want more outcomes than are possible by the current state of board knowledge of what it wants. We need a group to work with the consultant.

Motion:

To appoint a Task Force to work with the chosen consultant to develop assessment benchmarks, including the normalization of data. The Task Force should include people with

data skills, people with concerns for the equity issues raised with regard to fairness for small schools and those with limited resources.

Moved by Jim Cohen. Chuck Fisher, second.

Discussion:

One problem with appointing a Task Force for this is that the Board will relinquish opportunity for input.

How would regional representatives make input?

We want all the indicators selected to be agreed upon and accepted. If the Board is directly involved, there will be more assurance of this.

Question: Could we make this a Delphi study?

Response: None of us have the information to make the normative judgments needed for a Delphi study.

The RFQ specifies that faculty publications will only relate to isi journals. These are not the only ones in which planners publish.

The RFQ needs to specify more of the details of the product that we want.

It is important to make a decision.

The consultant is aware that they will not be providing us with a final instrument.

Recall that this initiative is based on an 8 to 7 vote because there were a great number of concerns about it.

Should we have a Task Force discuss what the indicators will be?

What happens if, in six months, the consultant gives us a report with indicators still to be discussed by the Governing Board?

Question: When we get the results, Are we stuck with them?

Comment: If we have an internal Task Force, it will take 2-3 years, not 6 months.

Comment: We need a consultant to come up with a series of measures in which we have confidence.

Motion passes. Aye 13; Nay 0, Abstain 2.

Motion:

That ACSP accept the Task Force recommendation to hire the Voorhees team. As per the Task Force report attached, page 2, paragraph 2.

Moved by Barry Nocks. Emil Malizia second.

Discussion:

How can we combine this with the data we need to collect for the Guide? Can we move both projects ahead simultaneously?

Motion to Table

Moved by Lynn McCormick. Connie Ozawa second.

NOT passed.

Comment: It is not a good idea to combine the Guide data collection with the contract to develop benchmark indicators.

Question called.

Motion passes. Aye 13, Nay 1, Abstain 2.

F. Strategic Planning Task Force Mike Hibbard reported for Lou Hopkins. Lou Hopkins is coordinating a newly appointed Task Force to develop a strategic planning process for ACSP as an organization. The goal is for this process to take place at the Administrators' conference in the Spring of 2007. The Task Force will develop a proposed goals statement and will mark our progress toward it.

G. Enhanced Web Presence Task Force Varkki Pallathucheril reported. The point of a website is to 1, build community; 2, support business operations; and 3, build a brand. There will be a charette tomorrow to work on this for ACSP. The committee will incorporate the ideas generated into suggestions for an improved ACSP web presence.

VIII. INTEREST GROUP Reports

A. Global Planning Educators Mike Hibbard reported for S. Sen.
See attached report.

The Global Planning Task Force has completed its work and has been merged with GPEIG to continue efforts in this direction as the Global Planning Educators Interest Group (GPEIG.) GPEIG will consider how to help smaller programs enhance their curriculum and provide a syllabus exchange, case studies, and other teaching materials in an open and accessible format available to all. The group will also consider new areas of research on topics of global importance.

B. FWIG President Sanda Kaufman reported. **See attached report.**

FWIG continues to support its traditional annual activities. There were 160 attending the annual luncheon. The annual resume book has been published and is available on the ACSP web site. The bi-annual Margarita McCoy Award will be presented to two recipients this year: Patricia Pollak and Dolores Hayden.

FWIG continues to build community by sharing information at the annual luncheon and through the web newsletter "First Person FWIG" edited by Mirle Bussel. The resource of a list serve is available to members as is a new FWIG web site. This year FWIG's Marsha Ritzdorf Skill Building Workshop will be facilitated by Linda Hudson of Texas A & M University. She will address the topic of "Gender and Communication."

[Included here as presented. Note: Report was presented Out of Agenda Order]

IV. STANDING COMMITTEE Reports

E. Conferences

6. Administrators' Conference 2007 Bruce Stiftel reported for Bill Siembieda

The Administrators conference will be held on March 23 and 24. The New Chairs' School will be held on March 22. The venue for the meetings is Pismo Beach near San Luis Obispo, California.

IX. CANADIAN LIAISON

Canadian Liaison David Amborski reported.

As Canadian liaison, David is in communication with the Canadian Institute of Planners (CIP) and The Association of Canadian Planning Professors (ACUPP). He also attends the Canadian Planning Students' (CAPS) conference.

There is a new planning PhD program at the University of Toronto.

Affiliates of the CIP are working with ACUPP to develop continuing education courses for universities. In this regard, it is interesting to note that APA has spent a great deal of time in discussion with CIP.

X. GPEAN

Bruce Stiftel reported for Chris Silver.

Bruce reported that there is now a GPEAN web page: www.GPEAN.org.

The two standing GPEAN Committees are:

1. Steering Committee. Responsible for GPEAN conferences.
2. Coordinating Committee. Responsible for everything else. Vanessa Watson, Cape town, SA is the Interim chair of the Coordinating Committee.

GPEAN has endorsed working with U.N Habitat to include a chapter on planning education in the 2008 U.N. Habitat book on planning.

A second volume of "Dialogues" was published last week. It includes a greater number of papers from developing countries.

Dialogues I will be released in Portugal in November.

The editors for Dialogues III are from Brazil, Hong Kong, and Calgary Canada.

XI. NEW BUSINESS

1. Retired Faculty Interest Group

Marcia Marker Feld

Marcia announced that a group of colleagues with interests in the issues of and of concern to our retired colleagues will meet on Saturday morning at 8:45 to discuss the formation of a formal ACSP Interest Group.

President Lauria announced that in support of this initiative ACSP has already adopted and implemented a special conference registration fee and ACSP membership dues rate for our retired colleagues.

Marcia will report on the outcome of the retirement group meeting at the Spring Governing Board meeting.

2. Davidoff Committee

Marcia Marker Feld

Marcia announced that there will be an open meeting of the Davidoff Award committee on Friday November 10, 10:30 – 12:00, in the Treaty oak room.

The agenda includes discussion of the following questions.

- a. What are the criteria for selecting the Davidoff Award recipient?
- b. How do we interpret Davidoff's values of social equity and justice in the 21st century?
And,
- c. Is it time for a new additional award?

Marcia mentioned that one idea raised was to offer, on alternate years, an award to a program rather than to an individual.

XII. Unfinished Business and General Orders Mickey Lauria

President Lauria requested a motion to create committee to discuss relationships with other international bodies. The Governing Board referred this item to the Standing Committee on Institutional Governance.

Johanna Looye requested the following motion.

Motion:

To send a letter of condolence to the family of Sam Noe.

Barry Nocks moved. Dowell Myers second.

Motion passed.

Motion: to extend monies to Donna Dodd and Johanna Looye in the amount of the funds owed to each by UNAM in anticipation of UNAM reimbursement for these funds.

Emil Malizia moved. Barry Nocks second.

Discussion:

1. Why is this ACSP's issue and not UNAM's?
2. ACSP is responsible as part of the larger international community.
3. Donna was asked by ACSP to help out in getting the World Congress organized. In addition, this debt could have detrimental effects to future ACSP conference work.
4. We have a moral obligation to Donna Dodd. We may have to absorb the expense.
5. Has ACSP tried to pressure UNAM?

6. All of the work with UNAM has been in the interest of resolving this issue.
7. Shouldn't there be some "strong-arming" first?
8. Bruce Stifel reported on all of the activities that have transpired to resolve this issue. He said that all of the strategies employed to encourage UNAM to pay have met with no success.
9. Will a letter from the President of ACSP inspire action?
10. Bruce replied that he believes that reputation is very important to UNAM. As they see the issue escalating, as from such a letter, there might be adequate motivation to pay. Bruce believes that linking the request to UNAM for payments due to ACSP affiliated people with those due to AESOP people (Albrecht) may not encourage payment.

Motion passed.

One abstention.

Motion:

To send a letter of condolence to the family of Ted Bradshaw
Emil Malizia moved. Barry Nocks second.

Motion passed.

XI. ADJOURNMENT

Motion

To adjourn the meeting.

Moved by Susan Bradbury. Chuck Fisher second.

Passed unanimously.

The meeting was adjourned at 4:55 pm.

Respectfully submitted,

Patricia Baron Pollak, Secretary