

Semi-Annual Governing Board Meeting

October 12, 2011

8:30 a.m. – 4:30 p.m.

Salon D

Salt Lake City Marriott Downtown

Board Members Present: Cheryl Contant, Charles Connerly, Karen Umemoto, Barbara Becker, Susan Bradbury, Nisha Botchwey, Tim Chapin, John Landis, David Sloane, Clinton Andrews, Barry Nocks, Stacey White, Chris Silver, Sheri Smith, Nehal El-Nahi, Peter Mallow, Weiping Wu, Susan Roakes,

Guests: Marlon Boarnet, Mike Hibbard, June Manning Thomas, Teresa Cordova, Laxmi Ramasubramanian, Tridib Banerjee, Kazuya Kayamura

9:00 I. CALL TO ORDER {ACTION} C. Contant

II.ACCEPT AGENDA {ACTION}

Susan made motion, David seconded to approve agenda

III.ACCEPT CONSENT AGENDA {ACTION}

Motion to approve: Susan; David Sloane Second

Motion approved unanimously

Membership Committee*
Nominating and Elections Committee*
Review and Appraisal Committee
PAB Advisory Committee
Canadian Programs Liaison*
Special Committee on the Academy*
Enhanced Web Presence Task Force*
PlanetizenWork Group*

IV. APPROVAL OF THE MINUTES OF THE GOVERNING BOARD MEETING – May 5, 2011 {ACTION}

Motion to approve made by David Sloane; seconded Karen Umemoto

No amendments. Motion approved unanimously

V.UPDATE AND STATUS OF ACSP

Budget Report, Treasurer *B. Nocks*

Financial and budget report together.

We are doing extremely well. Last year's budget projected a loss but instead showed a gain: Revenues were higher and expenses lower. Membership increased, leading to higher totals for membership dues collection. The Guide made more money than anticipated, and the Conference lost less than expected. Other costs were lower than projected. We are in good financial shape in terms of net bottom line and reserves.

Financial Committee: Reserves \$250,000. Priority is security of reserves. We take a low risk approach and make very secure investments.

Revenue/expense. In looking at our overall financial flows, the Annual conference makes up about 2/3 of our annual expenditures and revenues. Other revenues and expenses are fairly consistent. We have created systems to track revenues and expenses, which is seen in the administrative and financial services categories. This makes up about four percent of our expenditures. The Revenue and Expense Analysis provides details of the distribution of revenues and expenditures for the past five years, showing fairly consistent trends in most categories.

Publications and Conference Planning *C. Connerly*

Editor Selection Revisited {ACTION}

We made decision last spring about new editors of JPER, Subhrajit "Subhro" Guhathakurta was awarded the next editorship. He moved from Arizona State to George Tech; then asked that Nancey Green Leigh be co-editor. Because of the significant changes, we asked for a reapplication from Georgia Tech. The search committee reconsidered the application and decided it was an even better application. This search committee is therefore bringing forward the recommendation again for discussion and a vote.

David made motion to approve. Nisha second. Approved unanimously.

President's Report *C. Contant*

1. Term is coming to a close. Introduced new members of Governing Board: June Thomas, Teresa Cordova, Clint Andrews, Amy Glasmeier, Casey Dawkins, Kazuya Kayamura, Carissa Schively Slotterback, Marlon Boarnet. Thanked outgoing members of the governing board: Tim Chapin, David Sloane, Susan Bradbury, Enid Arvidson, Clint Andrews.

2. The Karen Polenske Award was established – best paper on China issues.
3. ACSP will be working within Global Planning Education Association Network (GPEAN) – to become partner with UN Habitat Initiative. There will be no cost to us; involves information sharing.
4. PAB items: Cheryl appointed Barbara Becker to serve a second term representing ACSP on PAB. President Contant described process of review throughout the 2011 conference regarding the proposed PAB changes. Final ACSP approval comes from this board in its vote in Spring 2012. This will be an up or down vote. The changes are significant so this review process is important.
5. POCIG has found a sponsor for its work of \$1000/year in perpetuity. We will not charge overhead for the administration of these funds but will monitor and review in four years. Congratulations to POCIG. There will be a maximum number of transactions/year to prevent excessive administrative activity for ACSP staff.
6. Our work with Planetizen has ended for now.
7. AESOP – in Europe. Stacey White on steering committee as well as June Manning Thomas and Zenia Kotval. Chuck will take over finalizing the memo of understanding.
8. Cheryl reviewed the list of schools. 51 of 98 member schools are represented on at least one of these 27 committees. This represents a breadth and commitment of the member schools of our organizations.
9. 2011 Administrators Conference was big success. The next one will be in Fall of 2013. We will be issuing an RFP for a host.
10. The GOBO recognized members of our association who have passed away in the last year with a moment of silence: Judith Martin, Andy Isserman, Kent Butler.

9:45 VI. STANDING COMMITTEE REPORTS

Finances and Investment *B. Nocks*

Folded into Financial Committee report.

Conference *S. White*

2011 Salt Lake City, UT S. Goldsmith

Abstract submissions are up; Attendance is up. Biggest change is the addition of Track 16 – as a way to attract interest in people who used to attend but perhaps stopped attending. There are four high profile sessions highlighting cutting edge issues. How to

continue this track in future conferences is a key question that will be addressed

How can we welcome Ph.D. students in ways that we have not before?

Stephen Goldsmith of the University of Utah welcomed the Governing Board.

As of today, there are 798 registrants. This was our highest attendance other than one that was co-hosted with another organization.

Cheryl thanked local host committee and Stacey White for her hard work.

2012 Cincinnati, OH

Everything is on schedule for next year. The conference will take place November 1-4. We will be staying in a classic downtown hotel—the Cincinnati Netherland Plaza. This will be an exciting conference in a very interesting place.

Job of vice president is to identify sites for the 2014 and 2015 conferences.

2016 World Planning Congress D. Sloane/M. Howland

Discussion of 2016 World Planning Schools Congress

There is an idea that we not hold ACSP that year but instead participate in the World Planning Congress, thereby increasing our international presence. Marie Howland and David Sloane were appointed at our Fall 2010 meeting to investigate the pros and cons of having our annual conference be the 2016 World Planning Schools Congress. A memo was sent to the Governing Board with details on their analysis. Obvious plus is the international connection. Issues related to access by our students and the concern of not wanting ACSP to become marginalized organizations. This idea creates some conceptual issues for us. Are we prepared for our annual conference to change if we move to change our conference every few years to be in line with the World Planning Conference? John Landis, who had been a proponent of the idea described his experience at the World Planning Conference in Australia and reported the conference was very disappointing. Location is an issue as is the need to be involved in structuring the program. Mike Hibbard is totally committed to WPS and has been open to the idea. Conversation ensued about how to deal with various issues and still promote more international connections. The issue of making an interesting conference intellectually was deemed important. Concern was also expressed for the needs of Ph.D. students and junior faculty to have access to the annual conference and not having four regular conferences in a ten year period. This also has financial implications for ACSP.

Cheryl proposed that we name a committee to further investigate the issues – financial issues, logistics and intellectual content. It makes sense also to have conversations with AESOP about possibly foregoing the 2018 Congress. Is there interest in a ACSP or AESOP based local host. We would then talk to GPEAN to propose location in U.S. for

2016 congress. These are all exploratory conversations at this time but need to have firm decision by next year.

Institutional Governance *R. Margerum*

Cheryl reported on the issues being considered by this committee.

- Membership categories – should we have more strict language – committee is still discussing
- Should there be term limits for regional reps – committee still discussing
- Should some of the special committees be transformed into standing? Creation of standing committees requires an amendment to the bylaws. Special committees can be created by the governing board without an amendment to the bylaws. We have three special committees, Committee on the Academy, PAB Advisory, and Faculty Mentoring Committee that have been developed heart of its own. The recommendation is that if governing board thinks we should make them standing committees then it should do so.
- Regional rep – what happens if they move? The Committee is looking at this again. What is expectation of that person. Continue? Resign? We need to get this clarified.
- Proxy voting - committee didn't think necessary but committee is reconsidering
- Review and appraisal committee - should this now be called strategic and planning committee. Committee agrees.

Cheryl doesn't think that we are prepared to approve creation of special committee to standing. She would rather wait to do several changes at once since it is involved process to change by-laws.

10:15 VII. CONNECTIONS TO OTHER ORGANIZATIONS

Planning Accreditation Board (PAB) *B. Becker/S. Merits*

CHEA –

Motion was presented to approve changes insert in the PAB articles of incorporation – so that the “public member”, which is appointed by APA, is someone without professional planning credentials

Through CHEA process there is a move to insert a public voice in the process of accreditation. We had been silent in what “public” meant. This motion is designed to get to the intent of this accreditation requirement. That is to say, this is a move to include

someone from outside the planning profession to have a voice in the accreditation process.

David makes the motion to accept the language change. Susan seconds. Motion carries unanimously.

Motion to approve PAB report was made by John and seconded by Tim. Approved unanimously.

Jesmarie Johnson of PAB reported that ACSP is moving toward moving the annual reports online. Only the data will be reported, not the substantive changes. In 2014, PAB will moved to a web based submission of the report.

We then started discussing proposed changes in PAB criteria and guidelines. The move is toward outcome measures rather than input and processes [clarified later to mean in addition to]. What then are coherent standards? There is shift to principles, outcomes and accountability. PAB will reduce the number of standards to reduce redundancy. Stresses outcomes instead of processes and inputs. Some of these outcomes are being mandated by CHEA – what are outputs of programs. There will be a requirement to put PAB on program on websites.

Progress must be measured in terms of outcomes.

The new guidelines are divided into the following categories.

1. Mission and strategic plan
2. Students
3. Faculty
4. Curriculum and instruction
5. Governance
6. Program output and outcomes assessment
7. Progress

A conversation ensued about the proposed criteria. President Contant emphasized that the importance of this new way of evaluating what we do, is for each program to define what we say we want to do, and then provide indicators of how well we are doing it.

APA/AICP News P. Farmer

Paul reported on the status and mission of the organization. He indicated that APA tracks the number of entering students in programs—they are down 250 students.

He discussed the faculty membership in AICP in a PAB accredited program. APA plans to encourage AICP membership by treating the granting of tenure in a PAB accredited program as equivalent to passing the written AICP exam and inviting those who have tenure to join AICP.

The exam is reviewed every 8 or 9 years. They will be starting the process next year for revising the exam. This process will begin in 2013 and APA will be looking for members from the academy to participate in this. Chuck urged him to work with us on this, and he indicated yes.

The components of the AICP exam include: History, theory and law; Plan making and implementation; Functional areas of practice; Spatial areas of practice; Public participation and social justice; and AICP Code of ethics.

APA does not create data such as the % of students from program that take the exam. APA's intent is to make pass rate data available to each school each fall.

AICP has introduced other advanced specialty areas for exam: Environmental and Transportation (Pass rate around 40%) Need eight years of experience to take exam.

Paul went on to discuss how APA attempts to communicate the importance of planning through the 10 great streets, 10 great public spaces, 10 great neighborhoods programs. Hopefully faculty will pick up and use these in classes.

They have determined sites of conferences through 2019 and include locations such as LA, Chicago, Phoenix, Atlanta, New York City and San Francisco.

The State Department getting involved in the connection between urbanization and foreign policy. APA is working with State Department including receiving a million dollar plus grant to work on housing in the Caribbean.

Paul then discussed the change in PAB by-laws that we voted on earlier—the proposed language is not acceptable to APA. He wants to be able to continue to appoint Tony Williams type people. Perhaps a ninth member who would be jointly appointed by APA and ACSP should be considered.

University Consortium for GIS (UCGIS) *L. Ramasubramanian*

UCGIS has been in existence since 1995. As the new incoming president of UCGIS, Laxmi is interested in spreading the word about the organization and generate interest. GIS doesn't need an advocate anymore. Seeks help in promoting GIS for the public interest. Three standing committees: Research committee, Task force on accreditation, and Policy committee.

International Programs Liaisons – *GPEAN C. Silver*

Chris said that the World Planning Congress in Perth was a success and a failure—only 20 ACSP members. GPEAN did a survey of members who reported the most important activities are the Congress and *Dialogues*. The biggest achievement was to solidify relations with UN Habitat. The web site needs to become more effective. It will be

transferred from Tongji University to India (APSA).

Chris reported that there has been intense discussion on creating a single coordinating committee, but a steering committee under that would coordinate the conference.

National Academy of Environmental Design (NAED) *T. Banerjee*

The group has had success in fundraising. T. Banerjee highlighted aspects of the report to demonstrate vibrancy of this effort. This organization is really getting involved in research.

1:00 VIII. SPECIAL COMMITTEE AND TASK FORCE REPORTS

Special Committees

Doctoral Committee *J. Landis*

John described Ph.D. dissertations as “spot on” and evidence of the relevance of planning research to current issues.

John does not have an opinion on whether this special committee should become standing committee.

Faculty Mentoring *V. Basolo*

Fourteen new mentoring relationships were put into place by the committee in 2011.

1:15 IX. INTEREST GROUP REPORTS

Faculty Women’s Interest Group *L. Schweitzer*

David calls attention to the last paragraph of FWIG report which notes that the Marcia Marker Feld award will be given to Cheryl at this year’s ACSP conference. Way to go, Cheryl!

Global Planning Educators Interest Group *N. Kudva/G. Shatkin*

See report.

Planners of Color Interest Group *J. Lowe/J. Manning Thomas*

It’s been a good year. We advanced our mission – which is to advance interests of individuals and communities of color within the academy and planning profession.

POCIG has provided traveling scholarships to attend ACSP. There are various committees, such as policy and advocacy, bi-laws, nominations and elections. Highlight the following initiatives: day-long retreat where we focused on strategic planning particularly over the course of this year, the product of that retreat is a strategic plan that will focus our direction for the interest group over the next five years. Omitted from the report: we also had a diversity workshop at the 2011 administrators conference. POCIG received from Ed Blakely a trust fund to recognize efforts for social justice. Thanks to Cheryl for her assistance on getting this funding into place. We hope to form a committee to establish the criteria for the recipients for that award.

Senior Faculty Interest Group *M. Feld*

See report

2:00 X. JOURNAL OF PLANNING EDUCATION AND RESEARCH *W. Wu*

See report. In addition, highlighted the various features that highlighted 30 years of JPER.

The project translating selected articles from JPER into Chinese published book is nearly complete.

Congratulations and thanks were given to Weiping and Mike for their great work as Editors.

2:15 XI. STUDENT REPRESENTATIVES REPORT *N. El-Hadi/P. Mallow*

See report.

2:30 XII. PRESIDENTIAL INITIATIVES *C. Contant*

Diversity Task Force *M. Hibbard/M. Wubneh*

See Report. How do we implement and monitor what is recommended in the report?

The report provides “best practices” on what can be done to addresses these issues of diversity. It serves as a menu of various ideas of “what you can do” to address these issues.

Motion made by David Sloane to establish this task force as a special committee. The first charge of the committee is to return in a year with specific actions tied to the various recommendations. Chuck Connerly seconded the motion. Sentiment expressed that we need to act on these recommendations including commitments of resources.

Recommendations, with a budget, should be brought before the governing board at that time that it is ready.

Motion: The ACSP Governing Board approves the creation of a "special committee" on Diversity. Included in the charge of this committee would be: (1) to continue to assist programs in efforts to enhance faculty and student diversity; (2) to assist programs in including diversity-related issues in curricular offerings; (3) to provide reports back to the Governing Board in the fall of even- numbered years on the composition of faculty and students related to issues of diversity (using PAB and other data collected by outside entities); and (4) to conduct other activities that could enhance ACSP's commitment to diversity in education and research. The governing board anticipates that the Special Committee will return with requests for resource commitment to accomplish its mission.

Programs would be encouraged to utilize the “menu of best practices” on ideas to deal with issues of faculty recruitment and retention of faculty of color.

Interest was expressed in posting the Diversity Task Force report once it is completed.

Motion approved unanimously.

Undergraduate Education Task Force* *D. Sloane*

See report. A Presidential Session will be held on Saturday at the conference.

Budget Analysis and Future Fiscal Strategy *C. Contant*

First time that we have a five-year trend analysis. Provided the 30,000' view of budget.

What are the key factors affecting our budget that enables us to do some better long range planning? We have been underestimating our revenues and overestimating our expenses. This is good conservative way to ensure healthy budget. However, this can result in lost opportunities.

Cheryl introduced a budget tool to help make budget allocation decisions by considering the impacts of these decisions on long-term budget. The tool can also assist in making investment decisions. She demonstrated the tool. The tool was made possible through help of Barry etc. This enables us to make strategic choices about managing our budget. This can be seen as a living budget.

1. Trend data
2. Examine key variables
3. We can see what happens when we change one variable or another
4. Adjust those things that we can adjust and see what budget effects with be
5. Enables us to do a better job of using our resources.

This was an initiative of the President and can now be handed off to new team.

XIII. NEW BUSINESS

No new business.

4:00 XIV. UNFINISHED BUSINESS AND GENERAL ORDERS *C. Contant*

The Board thanked Cheryl for her great leadership. President expressed her pleasure in serving and thanked members of the board - current, outgoing and incoming. She thanked everyone's dedication to the organization.

Motion to adjourn – Nisha, second by David. Adjourned at 4:35 p.m.