



Association of Collegiate Schools of Planning

Semi-Annual Governing Board Meeting
November 13, 1:00 PM to 5:30 PM
November 14, 8:00 AM to 12:00 PM
The Blackwell Executive Conference Center, Columbus, Ohio
102 Pfahl Hall

- * written report (if available) without presentation
- ** written report with presentation
- ***presentation

Wednesday, November 13

12:00 Lunch Pfahl 1st Floor Break area, Blackwell Executive Conference Center

1:00 I. CALL TO ORDER C. Connerly

II. ACCEPT AGENDA – Agenda was accepted unanimously.

III. APPROVAL OF THE MINUTES OF THE GOVERNING BOARD MEETING OF April 13, 2013
–The minutes were approved unanimously.

IV. UPDATE AND STATUS OF ACSP

President's Report C. Connerly

- Chuck welcomed June Thomas as the incoming new president starting with the Business Meeting, Lois Takahashi as the new VP/President-Elect, Avis Vidal as the new Secretary and Clint Andrews as Treasurer for a second term.
- He also gave an update on the Regional Representatives.
- He highlighted the following ACSP accomplishments over the past two years:
 1. The Diversity Committee, which was launched two years ago, is bringing to us a fine workshop on Thursday on diversity issues in our schools.
 2. The 2013 Pre-Doctoral Workshop for Students of Color—launched by the Diversity Committee and USC. It will be continued for the summer of 2014 and hopefully subsequent summers.

3. Revised PAB Accreditation Rules—ACSP played an active and important role in seeing that our members are served by this major revision of accreditation guidelines.
4. Development of good working relationships with APA and AICP elected officers—this began with a 2011 retreat convened by PAB in spring 2011 in Boston and the close working relationships developed there have continued since then. One outcome of this is a joint ACSP-AICP panel Saturday morning on core competencies in planning.
5. A very successful Summer 2013 ACSP-AESOP Joint Congress in Dublin was held.
6. A byproduct of this was the development of good working relationships with AESOP leadership. Chuck urged that this be continued, in spite of the fact that the ACSP-AESOP joint congresses have come to an end at AESOP's request. They do not wish to have two non-European conferences every five years; they have given their deference to the World Planning Schools Congress, and thus have elected not to maintain the tradition of our joint Congress. Both AESOP and ACSP are open to ideas for continuing collaboration in some other form.
7. Creation of a new book and film award to recognize sustainability planning and honor John Friedmann. It will be offered in even-numbered years, while the Davidoff award will continue to be offered in odd numbered years.
8. Playing a role in developing and expanding the role of planning schools as university leaders in community engagement, with a special focus on sustainability and resilience. Several universities—Oregon, Iowa, Minnesota, and Michigan—will present on their multi-college sustainability community engagement efforts on Saturday afternoon.
9. Recruitment of two fine leaders—June Thomas and Lois Takahashi—who will, among other actions, assure that ACSP will remain focused on increasing the diversity of the planning profession and planning professorate
10. The Undergraduate Planning Education Task Force, led by David Sloane, accomplished creation of a special report.
11. Creation of the first-ever Preparing for the Job Market Doctoral Workshop at the ACSP Administrators conference to enable Ph.D. students to present their work and ideas and to meet with planning school administrators looking to hire new faculty.
12. Going forward, Chuck hopes that ACSP will continue to work on making the conference a more exciting opportunity for all our scholars. Stacey White has done a terrific job of this and I know that going forward Rayman Mohamed has many interesting ideas for expanding the quality of the conference. One thought is that we look to the AESOP model for creating a stronger thematic focus for each conference by using plenary speakers to articulate the key issues and themes at each conference. It would be useful if conferences also had a beginning, middle and end as do the AESOP conferences.

Vice-President's Report

J. Thomas

June thanked Chuck for the opportunity to work with him so closely during his presidency. She feels the transition will be relatively seamless thanks to his guidance.

She also introduced Angela Lee as her new assistant.

She gave a brief synopsis of activities carried out during her term of Vice President/President Elect these past two years and included the following points:

- Transition to Presidency—she continued to work with the President, Chuck Connerly, to develop familiarity with all aspects of the organization. Formed, convened, and consulted with a Review and Appraisal Committee; met with them in Dublin and received their suggestions for strategies for the upcoming Presidency. Developed a President’s Agenda for my upcoming term of office (separate presentation/ document), and received several rounds of comments from Review and Appraisal and from the Executive Committee.
- Publications portfolio—successfully completed the Governing Board side of negotiations with Sage for renewal of the JPER contract with Sage. The new contract includes substantially enhanced favorable financial and other provisions for ACSP. Details are in the report prepared for this meeting by the JPER editors. Occasional consultation with Donna Dodd on “publications” such as the web page and Guide.
- Conference portfolio
 1. AESOP/ ACSP 2013—She served on an active planning committee for this joint Congress, along with Stacey White, Zenia Kotval, and Chuck Connerly, from ACSP, and several members from AESOP.
 2. ACSP 2014—developed and sent first draft of a Memo of Understanding to the three Philadelphia co-hosts.
 3. ACSP 2015—worked with one site which had submitted a pre-proposal, and then received a full proposal, for a conference in Houston to be co-hosted by HBCU Texas Southern and by Texas A & M. Consulted with incoming Vice-President/ President-elect about next steps and suggested time line for upcoming Memo of Understanding.
 4. ACSP 2016 or 2017—developed and received “pre-proposals” for the 2016/ 2017 conference; encouraged two possible submissions.
 5. Administrators’ Conference 2013—Necessitated little work by June except to participate in some planning for the conference and diversity workshops, and to help develop new workshop for advanced Ph.D. students (refer to student representatives’ report). Will serve as a panelist on two panels.
- Institutional relations
 1. Participated, along with Chuck Connerly and several others, in a task force that consulted about relationships between AICP and ACSP faculty, with meetings in Chicago.
 2. Furthered this agenda by consulting with Lee Brown and Chuck Connerly on possible collaboration regarding core competencies for the AICP exam; presentation this week will focus on this topic for the Administrator’s Conference.
 3. Participated in discussions in Chicago about PAB with leaders of PAB, APA, ACSP, and AICP.
- Other
 1. Participated in Executive Committee meetings of the officers and staff

2. Made recommendations to Institutional Guidance Committee about changes in ACSP by-laws.
3. Served as ex-officio appointed member of the planning committee for the 2013 Pre-Doctoral Workshop for Students of Color; helped conceptualize RFP for a second 2014 workshop, along with leaders of the Committee on Diversity and POCIG.
4. Negotiated successfully with her University of Michigan Dean for modest staff assistance for 2013-15 (President's Assistant).
5. As a personal service, continued as member of two POCIG committees: Blakely Award committee (chair) and Goal 1 committee (faculty support).
6. Miscellaneous other as requested by the President or Executive Committee.

2:00 V. STANDING COMMITTEE REPORTS

Finances and Investments**

C. Andrews

Clint provided an overview of the finances and included the following points:

- Fiscal Year 2013 had a net surplus of \$126,715, and ending total assets of \$550,144. This surplus is the result of a good conference year and a one-time back-royalty check from Sage for JPER. Fiscal Year 2014 is still in progress but ACSP's position looks close to budget in this non-conference year. ACSP's share of the surplus from the Dublin AESOP-ACSP conference in July 2013 is about \$17,980.
- He suggested that the reserve amount should be increased. Our actual reserves have been at \$125k since FY08. Dues have not changed in many years, and this level of reserves seems very low for an organization with the range of activities of ACSP. Common guidelines used by non-profit associations to set the size of their reserves include: (1) plan for our largest contingency -- the failure of our annual conference -- which has fixed costs in the \$140k range; or (2) 50-100% of our annual expenditures, which would be \$265k to \$560k. This committee recommends that the Governing Board amend the by-laws to reflect a more responsible reserve requirement.
- Another goal for 2014-2015 and beyond is to investigate investment options that offer higher potential returns. However, major changes should not be expected in the current conservative asset allocations.

Membership***

D. Dodd

There are currently no members on this committee. Perhaps the mission of this committee could be merged with the Institutional Governance Committee.

Donna reported that membership has had a slow but steady growth with 137 current full members and 22-25 corresponding (International) members. A goal is to think about actively recruiting members from new schools.

Nominating and Elections*

C. Contant

Institutional Governance*

S. Roakes

PAB Advisory*

J. Mullin

There is a significant percentage of accredited schools that have no representatives in the site pool. Their goals for 2013-2014 are:

- To undertake a strong effort to attract nominees from non-participating schools.
- To expand the number of faculty members interested in serving as site visitors from all schools.

Conference Committee**

R. Mohamed

Rayman presented his report and included the following points:

- Since there was no North American-based conference in 2013 there is nothing to report on “last year’s” conference.
- Recurring issues from recent conferences that are likely to arise in 2014 are:
 1. Cross-cutting scholarship – while specially-created cross-cutting sessions were well received, Stacey White indicated they were not sustainable because the work, including the guest track chairs, was too much.
 2. Low attendance at local host sessions – Rayman would like suggestions from the local host committee on how participation can be increased.
 3. The poster session – poster sessions have an uneven attendance record and their success seems to hinge on timing and location within the hotel. The posters are not meant to be consolation prizes for those whose abstracts were rejected for presentation. They are intended for work that is better presented in a poster format. Nonetheless, poster sessions tend to attract more doctoral students, which could be considered a good thing in that it gives Ph.D. students a chance to present at the conference.

- Need for technological improvements – Rayman would like to request some of Donna’s time to explore options to (1) update the process of generating the conference program, from abstract submission to program preparation; the present way is too cumbersome and time consuming; and (2) move to mobile apps for the conference programs.
- A consistent conference theme is also desirable (as was done in Dublin) with a beginning, a middle, and an end.
- Tracks update – the chairs for all the tracks have been selected (a full list of track chairs is appended to the Committee’s report).

2014 Philadelphia

J. Landis

2015 Houston

S. Smith

2016

J. Thomas

Thomas reported that the 2016 conference site depended on the decision about whether or not ACSP would join the World Planning Schools Congress 2016 in Rio and cancel a U.S.-based conference; this item is on the agenda.

World Planning Schools Congress Report ***

D. Amborski (via phone)

Amborski gave a brief report on the Rio Congress.

3:00 VI. CONNECTIONS TO OTHER ORGANIZATIONS

Planning Accreditation Board

B.Becker/S. Merits {ACTION}

Current Initiatives:

- Implementation of new accreditation standards with all 2013-2014 accreditation reviews.
- Council on Higher Education Accreditation (CHEA) re-recognition of PAB.
- (Re) Training for all Site Visitors and Program Administrators incorporating new standards with emphasis on learning outcomes.
- Recruitment of Site Visitors from (a) non-represented and under-represented accredited programs and (b) with non-traditional/distance learning experience.

PAB Requests for Fall 2013 Votes:

- From APA and AICP - Provide reduced registration for PAB members at APA national conferences.
- From ACSP –approve proposed changes to item #5 below (the other increases have already been implemented as they did not require ACSP approval):
 1. Increase late fee from \$100 to \$250.
 2. Increase delayed site visit fee from \$0 to \$500

3. Increase site visit fee from paying only out-of-pocket expenses to out-of-pocket expenses +\$250 (or +\$500 for multi-degree, multisite, and/or multimodality).
4. Increase candidacy application fee from \$1925 to \$2500.
5. Increase annual fee from \$1925 per institution to \$1925 for institutions with 1 program with an additional \$575 for those with two programs.

These requests were made to help cover PAB expenses. APA has not been covering their share of the agreement plus delayed site visits incur extra expenses.

A motion was made to accept the increases. The motion carried with 9 in favor and 3 opposed.

It was agreed that PAB will inform the schools and that if there are major issues they will report back to June.

NAED*

T. Banerjee

Canada Liaison***

A. Seidel

Seidel informed the board of recent activities in Canada.

3:30 VII. SPECIAL COMMITTEE AND TASK FORCE REPORTS

Special Committee

Committee on the Academy*

M. Conroy

The immediate charge is to plan for next Administrator's Conference. Chuck asked the board if they had any direction to give the committee about when the next one should be. Clint said after the annual conference is over they could decide on an option.

Doctoral Committee*

J. Landis

John submitted documents related to the PHD workshop. Chuck notes that it was held at MIT this last summer and was very successful. The workshop now has its own budget page due to its ongoing success. He said that for schools who would consider having it in their town, it would be very beneficial to professors as they learn about other PHD programs.

Faculty Mentoring*

E. Blumenberg

Diversity**

K. Umemoto

Karen summarized the 2012-2013 work agenda to include the following points:

- Continue to implement their plans for the Diversity Retreat.

- Continue to work with USC on the pre-doctoral workshop if it is funded.
- Continue to work with the POCIG working groups to coordinate their efforts and develop priorities
- Identify key indicators, milestones, and benchmarks for monitoring the recruitment and retention of under-represented students and faculty recruitment and retention and the integration of issues of diversity and social justice in curricula. Work with the PAB in these efforts.

The progress and accomplishments include:

- The Diversity Retreat – was the main initiative for the 2012-2013 period. It takes place immediately following the Governing Board meeting with several additional workshops integrated into the Administrators' Conference.
- Work with USC on the Pre-doctoral Workshop. Karen was appointed as an advisor along with June Manning Thomas by ACSP President Charles Connerly to assist the USC Pre-doctoral Workshop planning team led by Marlon Boarnet for the July 21-24, 2013 event at USC. Phone conferences were held during which input was given on the program format, contents, speakers, selection process, and evaluation survey. In her capacity as SCD chair, Karen also sought the input of POCIG members and communicated the feedback received over the listserv to the Pre-doctoral Workshop planning team.
- Continue to work with the POCIG working groups to coordinate efforts and develop priorities for the following phase of this work.
- Developed a draft of key indicators and benchmarks for monitoring progress related to the new PAB Standards and Criteria related to diversity and social justice.

Goals for 2013-2014 and beyond include:

- Follow up on the diversity and social justice related PAB Standards and Criteria.
- Continue to collect syllabi and course modules related to diversity and social justice in planning to be included in a syllabus book.
- Make a call for resumes from candidates of color – similar to the FWIG resume book.
- Encourage Diversity Strategic Planning from planning schools.
- Explore a two or three day institute designed to help junior faculty of color who are in their first or second year to prepare themselves for tenure and promotion.
- Coordination of efforts with POCIG to create an online database of bibliographic references related to planning, diversity, and social justice, collect best practice strategies to advance diversity in planning schools, and solicit further input on the development of the PAB diversity-related indicators and benchmarks.

Discussion of Second Pre-doctoral Workshop for Under-represented Minority Students Selection Process {ACTION}

June and Chuck described a proposed mechanism for selecting the site for the 2014 pre-doctoral workshop: a committee including one representative each from POCIG, the Committee on Diversity, and the Governing Board would review proposals and make a recommendation to the Board. A motion was made that the Governing Board approve this selection by e-mail; unanimously approved.

Undergraduate Education Task Force**

D. Sloane

Brief commentary made by David on key features of the report the committee is preparing based on their surveys of member programs; they hope to post this report to the ACSP web site by the end of the calendar year. Sloane, in response to a question, indicated which of the recommendations would be important to implement first.

Planetizen*

M. Lauria

5:00 VIII. JOURNAL OF PLANNING EDUCATION
AND RESEARCH**

S. Guhathakurta/N.G. Leigh

Thursday, November 14

7:30 AM Breakfast at the Phahl Hall 2nd floor break area

8:00 AM VI. CONNECTIONS TO OTHER ORGANIZATIONS (continued)

GPEAN*

C. Silver

World Planning Schools Congress 2016 {ACTION}

- The World Planning Schools Congress of 2016 will be held in Brazil. This raises the question if ACSP, which is a member of GPEAN and thus already a conference sponsor, should hold or cancel its usual Fall U. S.-based conference. Opinions were shared in favor of ACSP cancelling as well as holding a separate conference. A question was asked about revenue sharing. The response was they are currently not set up for revenue sharing, and too many schools are involved to expect this. The discussion included such matters as the cost of attendance for participants, the impact on U. S. doctoral students and on programs that will be searching for junior faculty in 2016-17, the impact on ACSP staff and on the organization's revenues as well as the growing importance of global issues and connections, the fact that cutting edge planning in many key arenas such as sustainability is taking place abroad, and the importance of maintaining a global presence.
- Motion: Hold ACSP conference in the US in 2016 with appropriate measures to encourage attendance at World Planning Congress in Rio.

- Yes votes = 10. Motion carried, ACSP will have a conference in the US and also encourage attendance to Rio.
- Volume 5 of *Dialogues* is finished, but not sure how to distribute, hard copy or electronic. eBooks are priced at the same as paperback. Need editors for volume 6. Routledge will make volumes 1 – 4 available in paperback, but have not yet set a price.
- Struggling to develop an effective website. Need someone technical to volunteer to strengthen website, organize and help with content.
- Chris Silver will serve 1 more year as chairperson. Will be looking for new officers soon.

9:00 AM VI. CONNECTIONS TO OTHER ORGANIZATIONS (continued)

APA/AICP News

P. Farmer/B. Anderson /L. Brown

- Bill Anderson reviewed the list of current initiatives and expressed need for partners, including academic partners, for all the initiatives so the task forces will draw in new participants. Major themes cutting across the task forces include giving planning a more positive, broader, and visible public face to encourage diversity in the field and broader public participation, and emphasizing the forward-looking nature of planning by focusing on issues of increasing importance, e.g. sustainability, technology, aging of the population.
- Lee Brown discussed steps toward the goal of increasing the value of the AICP credential. This includes making sure AICP exam is effective and current. This core competency initiative is expected to span over 18 – 24 months. AICP is introducing a 3rd advanced certificate in urban design. They received 84 applicants for Fellows of AICP, which is up from last year. He would like to increase the number of Community Planning Assistance teams, which provide pro-bono services in response to community requests, from the current 2-3 per year to 6 per year; they are also considering expanding this effort abroad.
- Paul Farmer gave a broad overview of APA's activities (e.g. research and publications, including readings and cases that are widely used in classes and some directed to the general public to stimulate discussion of contemporary issues; Tool Kit; annual survey of members) and of major changes that have taken place in the field. These include internationalization (APA now has members in 95 countries), stronger connections to the academy (53 ACSP member schools are now APA members), and the fact that more planners now work in transportation and community development than in land use. Extended an offer to help with GPEAN website development. There was an interest in seeing the APA involved in curriculum at multiple levels– the public is very poorly informed about planning and the he profession.
- This led to an extended discussion, building on the earlier pipeline discussion, about ways to make planning more visible to students well before they are ready to make a

career choice. Chuck mentioned an initiative run by engineers called Future City with no planning involvement, Lois mentioned Sim City (www.simcityedu.org, Lee brought up the City in A Box tool kit. There was broad agreement that this was a promising opportunity to increase the profile of the field, and some discussion of the opportunities for APA chapters to get involved; Bill Anderson noted that this is an important part of the work of the new Education task force, with an emphasis on attracting minority planners.

9:30 IX. STUDENT REPRESENTATIVES REPORT S. Joseph/A. Yerena

- List Serve (Bowling League) – see report in dropbox. There were 91 responses to their survey, as noted on page 3 of the report. Everyone can stay on the list as long as they wish, no one will be dropped. There was a suggestion to expand the mission of the list serve. Motion made for the board to support changing the mission of the Bowling League list serve to serve an audience beyond doctoral students: post docs and untenured junior faculty.
- Yes votes = 10, motion carried
- There has also been discussion among the students about getting the “new audience” on PLANET. Chuck indicated that PLANET is not an official ACSP activity; the students are free to pursue this if they wish, but Donna cannot take this on. June volunteered to send the students a message commending them for all their hard work on these issues.
- The representatives asked for a student-oriented event to be held with future conferences that would serve some of the functions for pre-candidacy doctoral students formerly served by Jamboree; the officers advised them to work directly with the conference organizers for Philadelphia, and June said she would try to work it into the MOU.
- They will be recruiting a student representative for 2014 – 2016. The Board thanked Anaid Yerena for her service as this was her last live meeting.

10:30 X. INTEREST GROUP REPORTS

Faculty Women’s Interest Group*	C. Scally
Global Planning Educators Interest Group*	J. Macedo
Planners of Color Interest Group**	J. Lowe/C. Irazabal

Lowe reported on the major goals of the 2010 Strategic Plan and referred the Board to the report for a statement of accomplishments Two travel scholarships were awarded for Dublin, and four junior faculty were awarded one-year memberships in the National Center for Faculty Development and Diversity’s Writing Accountability Groups, which have been very well received. Actively recruiting for new members. Currently reviewing goals for next year and picking up new strategies. The Governing Board

applauded Lowe for his service as founding task force member of POCIG and his service as out-going co-chair.

11:30 XII. NEW BUSINESS

No new business

11:45 XIII. UNFINISHED BUSINESS AND
GENERAL ORDERS

C. Connerly

No unfinished business

Joint Luncheon for the Governing Board & New Chairs School (only) – 12:00pm – 1:00pm in the Pfahl Hall 2nd Floor Break area.