



## Association of Collegiate Schools of Planning

### Fall Governing Board Meeting Minutes

October 21, 2015, 8:00 AM to 5:00 PM

Hyatt Regency Downton ~ Houston, Texas

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Current Board Members in attendance: Andrews, Boarnet, Bae, Frisch, Goldsmith, Kaufman, Kawamura, Lauria, Rukmana, Slotterback, Takahashi, Thomas, Vidal, Wood

Future Board Members in attendance: Margerum, Rongerude, Sanchez, Wu

Others in attendance: Acey (POCIG), Bates (POCIG), Drinen (APA), Green Leigh (JPER), Groh (APA), Guhathakurta (JPER), Hubbard (AICP), Nocks (PAB), Ozawa (PAB), Seidel (CAUP), Stiftel (PAB), Wagner (POCIG)

- I. Opening the meeting & Call to Order {ACTION} J. Thomas  
    Introductions  
    Approval of Consent Agenda {ACTION}

The Consent agenda was reviewed. It included the minutes, as well as the committee reports noted below. Goldsmith offered minor text edits to minutes. Vidal moved approval, Goldsmith seconded. All members voted in favor of the motion.

PAB Advisory [Agenda folder 8]  
Institutional Governance [Agenda folder 8]  
Minutes March 25, 2015 [Agenda folder 2]

- II. Minutes March 25, 2015 {See Dropbox} Consent Agenda A. Vidal
- III. Approval of Regular Agenda {ACTION}

Thomas edited the agenda to include a discussion of Regional Representative roles in the Unfinished Business item on the agenda. Vidal moved approval, Goldsmith seconded. All members voted in favor of the motion.

- IV. Update and Status of ACSP J. Thomas  
    President's Report {Dropbox}

Thomas referred to the report posted in the Dropbox and highlighted two items that require ongoing work. First, international linkages are anticipated to require additional effort in the coming years. The communications and marketing efforts have taken longer than anticipated. Contracts have been signed, but work on the websites and marketing will continue. Thomas

noted that ACSP staff retention has been a challenge, but have been resolved. She also described efforts to staff and establish new leadership for some committees.

Vice-President's Report  
Treasurer's Report {verbal report}

L. Takahashi  
C. Andrews

Andrews briefly highlighted that ACSP is annually a \$500k operation. The conference is the biggest budget item. JPER's revenues are generally increasing, particularly due to recent contract changes with Sage. Membership dues have been consistent. The website will be a big expenditure in the near term. The budget is expected to move slightly negative, but assets should remain in the \$540k range at the end of FY16.

Secretary's Report {verbal report}

A. Vidal

V. ACSP Agenda 2013-15 (i.e. Presidential Agenda)  
Connections {Dropbox}

J. Thomas

Thomas highlighted her Presidential Agenda, which includes a focus on connections with key groups. For each of the connection areas, she described relevant accomplishments:

- Connections among planning schools and faculty – accomplishments include the evolution of the doctoral student workshop – Planning for the Job Market, the conference app, and planned new website capabilities for communicating with schools and faculty
- Connections with diverse people – Thomas acknowledged that more work is needed on this item, but noted accomplishments including continuing support for the Pre-Doctoral Workshop, hosting a new Junior Faculty of Color workshop at Harvard University in summer 2015, engaging the Diversity Committee in a wide range of successful and impactful efforts, hiring a new marketing firm with a commitment to recruiting diverse students, supporting FWIG and connecting them to the ACSP funding process, and engaging GPEIG and supporting them in connecting to GPEAN.
- Connections among the planning academy, the profession, and the public – a primary accomplishment is identifying needs and selecting contractors for a website update and marketing strategy

Thomas noted that the agenda was ambitious, but that the organization has made great strides. Capacity building efforts have been key components of success, including, but not limited to bylaws changes, staffing need assessment, reconsidering Executive Committee and Regional Representative roles, delegation of responsibilities. Dodd offered specific insights related to staff, describing efforts to supplement capacity with part-time staff in Tallahassee to cover key ACSP needs related to the conference, marketing and promotions, and assistance to the President. Donna has hired three new part-time staff, in addition to conference-specific staff.

## On the Job Market Workshop/ general report

**Service by the Gov. Board Student Representative**

Reina provided a brief overview of the Student Representatives report in the Dropbox. With funding from the Governing Board for a webinar hosting service, the students organized two summer 2015 webinars, one on the academic job market and another on jobs outside of academia, in coordination with APA. The students will host a ½ day Preparing for the Job Market workshop at the ACSP conference in Houston, featuring 14 professors serving on panels and sharing insights with over 70 PhD students. He noted particular contributions by Stiftel, Krizek, and Gro (APA) in developing the webinars and workshops. He noted the importance of the APA/ACSP collaboration in the success of this effort and the prospect that it creates for future collaboration.

Wood noted efforts to work on the website and communications. He referred to a memo sent in the summer regarding social media needs and opportunities for ACSP and highlighted efforts to enhance social media for the 2015 conference.

Reina noted that ACSP awarded two students travel scholarships for attending the AESOP PhD Workshop in Palermo. The two students reported back on their positive experience.

Reina and Wood noted that it has been challenging in recent years to recruit student representatives to serve on the ACSP Governing Board. They summarized the current process for recruiting and selecting student representatives. Reina shared insights on the dynamics of student decision making related to the student representative opportunity. He highlighted a draft list of benefits of serving as a student representative and shared some potential strategies for enhancing recruitment in future years. He noted that 2<sup>nd</sup> and 3<sup>rd</sup> year doctoral students are particularly good candidates for the position. The Governing Board discussed potential strategies to enhance recruitment strategies:

- sending announcement to PLANET
- sending announcement to department/program chairs
- encouraging student representatives to do direct outreach to colleagues
- asking the ACSP President to send announcement to PLANET and PhD Bowling League
- offering full funding from ACSP to support student representatives to attend conference, noting inequities in access to conference travel funds across various universities
- encouraging Governing Board members to share information with chairs in the regions
- providing more information about selection criteria/process to advisors so that students better understand the value
- targeting chairs of programs with doctoral programs
- encouraging advisors to target particularly capable students for the position, those oriented to the typical activities of the student representatives

The Governing Board discussed potential options for expanded funding to support student representatives. Reina noted that student representatives are currently funded for only two

days, to participate in the Governing Board meeting, but their commitments extend through Saturday due to the Student Reception.

Lauria moved to ask the ExCo to consider the budget implications of providing ½ of total conference costs for student representatives, Frisch seconded. Relative to the motion, the discussion highlighted the significant variations in access to travel funding. All members voted in favor of the motion.

Reina noted that the PhD student workshop and Governing Board members will connect following the workshop for a networking reception.

**ACTION** – ExCo will consider budget request to provide ½ of total conference costs for student representatives.

**ACTION** – Student representatives will share “Benefits of being a student representative” document and utilize recommended strategies during the next recruitment process for student representatives.

## VII. Allied Organizations

APA {DropBox}

J. Drinan/M. Groh

Drinan emphasized ongoing efforts to enhance partnerships and build better relationships between APA and ACSP.

- developing a knowledge-based paper on enrollments in planning schools, driven by joint ACSP-APA committee
- hosting a booth at the Book Fair
- taking a broader look at membership through a joint ACSP-APA membership, with a particular focus on new members – students, as well as new professionals – considering costs, value proposition of membership, communication,
- putting more resources into career services – staff positions, programs, etc. – with focus on practitioners
- continuing to work on data exchange between APA and ACSP, aware that planning schools would like to be able to work with data to track their students – working on logistics, privacy, etc.

He noted an opportunity to identify future issues to work on, including identifying ways that APA can better serve ACSP (e.g. host faculty conferences at APA, develop an academic division, enhance state APA chapter and school relationships). He also referred to efforts to connect with allied organizations in public health, architecture, and engineering to develop a new shared campaign focused on “planning, designing, and building a healthy America.” APA is focused on a variety of efforts intended to establish the value of APA. APA is also working to establish stronger partnerships with planning practitioner organizations in international contexts. APA is also looking at putting more of its published resources online.

The discussion focused on a range of issues including:

- need for addressing discrepancies in enrollment data collected by organizations such as ACSP and PAB
- need to specifically address data related to people of color
- opportunities to look at membership benefits for students
- opportunities for APA to help particularly in tracking alumni, especially those who graduated many years ago
- interest in potentially offering an academic/scholarly exchange at the APA conference
- high cost of APA conference attendance for academics and lack of alignment with travel budgets in many schools
- role of APA in working with federal agencies and other organizations to lobby and leverage funding to support research funding for planning
- importance of considering people of color in future communications, marketing, and recruitment efforts of APA
- importance of APA being active in claiming the ground of planning practice
- importance of emphasizing equity as central to healthy planning efforts
- possibility of using the Planners Press as a means of publishing student/faculty award winning projects
- prospect of coordinating efforts around Planning Month and Planning Day

AICP

V. Hubbard

Hubbard introduced herself as the new AICP President. She noted important alignments between the missions of APA, AICP, and ACSP. She noted new initiatives including efforts to develop a strategic action plan, currently under review, that emphasizes partnership with academics and diversity as key issues. She also highlighted opportunities to enhance Community Planning Assistance Teams by making more connections to planning students and planning programs. She noted that AICP will bring ideas to ACSP to gather feedback on how to get students involved. AICP is continuing work on core competencies, with input from academic community. The core competencies will feed into the AICP exam update and have the potential to inform planning programs curricula. Last, she noted that AICP is considering the possibility of allowing students to take the AICP exam immediately after graduating, then allowing new professionals to accumulate experience before moving to full certification

The discussion explored the opportunities that the CPAT student engagement effort can provide for students and the contribution that students can offer to these teams, which go beyond providing tools and services.

**PAB (Dropbox, ACTION}**

B. Nocks/B. Stiftel

PAB Articles of Incorporation changes  
PAB Memorandum of Understanding  
Acknowledgement (formal) of PAB's report

Nocks highlighted efforts to recruit additional site visitors to the pool, including efforts to target schools that have zero or a limited number of site visitors relative to faculty size. He noted new efforts to develop modules to support schools as they respond to new PAB guidelines related to outcomes assessment. He noted that PAB is working with APA, AICP, and ACSP related to enrollment trends and acknowledged that the quality of enrollment data is very poor. PAB has a diversity workgroup and is hosting a diversity-focused workshop at the ACSP conference. PAB has developed goals for its strategic plan. Bruce Stiftel is leaving the PAB Board and Zenia Kotval is joining.

Nocks offered a summary of proposed changes to the Articles of Incorporation. Specifically, the change is to clarify that the higher education and public members shall not have formal credentials in planning.

Lauria moved to approve the recommended changes to the Articles of Incorporation, Vidal seconded. The motion passed.

The discussion on the motion focused on reasons for emphasizing that these members “shall not” have planning credentials, which is associated with the need for objectivity relative to practice and academia.

Stiftel highlighted proposed changes to accreditation standards. He noted that this meeting offers a notice of discussion with the PAB Board relative to the draft in Dropbox. A 30-day comment period will begin soon to gather comments to inform an updated draft. A new draft is anticipated in April 2016 and will be available for review during the spring Governing Board meeting. The review will be followed by another 30-day comment period and ultimately a PAB decision, likely in later 2016.

Key proposed changes are outlined in the draft available on Dropbox and relate to:

- distance education
- strategic planning
- student size
- diversity related to faculty, students, curriculum

The discussion focused on a range of issues including:

- acknowledgement of improvements in organizing the required information
- concerns that the changes move PAB backward on curriculum by equating diversity and social justice with equity
- recommendations that PAB encourage schools to do benchmarking related to faculty and study diversity
- lack of engagement of Diversity Task Force in informing proposed changes
- lack of consultation with experts on education civil rights
- lack of clarity in terms of the origin of the proposed changes, especially relative to the short period that the current standards have been in place

- questions about the performance of schools relative to the current standards and acknowledgement that diversity is one of the most frequently unmet criteria

Lauria moved to charge Diversity Committee, with support from the regional representatives, to seek feedback from interest groups, PhD Bowling League, Planet, and LGBT faculty to inform an ACSP response to the proposed draft accreditation standards. Boarnet seconded. All members voted in favor of the motion.

POCIG representatives noted that they already connected to Committee on Diversity to share feedback and will submit individual comments as well.

**ACTION** – Takahashi will charge the Diversity Committee with eliciting feedback on the proposed changes to accreditation standards.

**ACTION** – Slotterback will provide information in an email to Regional Representatives about next steps collecting feedback on the accreditation standards.

The last PAB item focused on proposed MOU changes intended to define key terms and identify principles for working together across ACSP, APA, and AICP. It was noted that the presidents of the associations have vetted the proposed changes.

Lauria moved to approve the proposed changes, Kaufman seconded. All members voted in favor of the motion.

Global Planning Educ. Assoc. Network (GPEAN) {Dropbox} B. Stiftel  
World Planning Schools Congress, Rio, 2016  
New Student Scholarships

Stiftel offered an update on GPEAN and emphasized that the planning schools movement continues to grow. Silver is the ACSP representative to GPEAN and Stiftel serves as ACSP representative to UN Habitat. There are currently 11 members of GPEAN, with the recent addition of the Turkish association. Stiftel noted that the World Planning Schools Conference will be held in July 2016 in Rio de Janeiro. Over 900 abstracts have been submitted thus far, including submissions from over 70 institutions in North America. The abstract deadline is October 26. Registration fees have been announced and adjusted by continent of registrant. The conference will include “like officers meetings” that will connect presidents, secretaries/treasurers, student leaders, planning journal editors, conference committee chairs of the various associations. There will also be a young academics assembly, following on the model that AESOP has successfully used in its conferences.

Dialogues in Urban Planning sixth volume is proceeding. The format will change from a global best papers book to a book focused on a theme, which for this volume will be “the right to the city.”

Habitat III will be in Quito in October 2016. Stiftel encouraged planning faculty to participate.

Assoc. of Canadian Univ. Planning Programs (ACUPP) {verbal rep.} A. Seidel

Seidel offered an overview of ACUPP, planning practice, and planning education in Canada. One new program will join the organization next year, though enrollment in Canadian programs is flat.

#### VIII. Standing Committees

Finances and Investments [Will be discussed under Budget, folder 12]

Nominating and Elections

Institutional Governance {Dropbox & Consent agenda}

PAB Advisory {Dropbox & Consent agenda}

Membership

Conferences

2015 Houston {Dropbox}

L. Takahashi

2016 Portland {verbal report}

L. Takahashi

2017 Denver

L. Takahashi

June referred Governing Board members to the Dropbox to review the Conference Committee report. The 2016 Conference will be held in Portland.

#### IX. Special Committees and Task Forces

**Marketing {Dropbox}**

L. Takahashi/S. Creamer

Lois noted that a committee was previously convened to identify prospective web design and branding firms and review proposals. The committee recommended Screamer Co. and the Governing Board approved the contract via email in September. Creamer of Screamer Co. offered an overview of his firm, highlighted key capacities, and summarized aspects of the contract.

The follow-on discussion focused on the role of ACSP in conducting marketing and its intersection with marketing efforts for member schools. The discussion also highlighted the need to specifically enhance the diversity of planning students through targeting minorities, women, and international students. Takahashi emphasized the the marketing effort is in support of growing the interest in planning more generally. The discussion also highlighted the importance of getting the relevant data from the member schools and the possible role of the regional reps in assisting ACSP in gathering the information. Concerns were raised relative to variations in staff capacity across schools to support data gathering and sharing. The discussion also emphasized that the marketing effort should be responsive to schools' varying focus on undergraduate and graduate programs.

Takahashi provided an overview of the potential features of the new ACSP website, which include but are not limited to membership management, social networking, interest group

website support, listserv hosting, job bank management, integration with the conference app, a framework to manage and update the Guide to Planning Schools, and web analytics. The website will be released in phases, with an initial focus on membership dues management and the Guide.

Committee on the Academy	M. Conroy
Diversity	S. Sen
Faculty of Color Workshop {Dropbox}	
Pre-Doctoral Workshop {report requested}	C. Warnken
<b>Future Pre-Doctoral Workshop?</b>	J. Thomas/ M. Boarnet

Boarnet noted that he has funding to support another workshop at USC, with a focus on planning and public affairs students. He is interested in partnering with ACSP on offering the 2016 Workshop. The Diversity Committee has noted that it would support ACSP partnering with USC on the Workshop, under the conditions of better communication, bigger say in selecting candidates for the workshop, and administrative support from ACSP.

**ACTION** – Boarnet will follow up with the Committee on Diversity to discuss expectations related to communication about the workshop and the Committee’s role in selecting candidates.

The discussion focused on the role of POCIG related to the decision to have USC host and highlighted POCIG’s recommendation that the workshop rotate among schools to offer geographic diversity. The discussion also addressed the request for administrative support, acknowledging that the request is not specific, does not include a dollar amount, and is being requested off of the standard budget cycle.

**ACTION** – Takahashi will follow up with the Diversity Committee and encourage them to develop a budget request for spring 2016 if they need additional funds for administrative support.

Andrews noted that ACSP budgeted \$7500 for the 2015 workshop, all of which has been spent to support the workshop in Oklahoma.

Lauria moved to accept in principle the idea of USC sponsorship and pursuit of collaboration with the Diversity Committee, with the assumption that discussion on the 2016 workshop would continue. Kaufman seconded. The motion passed

Doctoral {DropBox}	J. Landis
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The PhD Committee report noted that a new leader is needed to support future PhD workshops, with recommendations of moving to a 2-day format and engagement of a planning school as host for multiple years.

Mentoring	E. Blumenberg
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## Award Committees

- X. **Journal of Planning Education and Research {see Dropbox, ACTION}** L. Takahashi  
Penn/Temple Proposal  
Rutgers University Proposal

Guhathakurta thanked ACSP, co-editor Leigh, Georgia Tech, managing editor, editorial assistant, and reviewers for offering support for editorship of JPER. Leigh also acknowledged Stiftel and Botchwey as key contributors to the JPER Writing Workshop. Guhathakurta referred to the JPER report in the Dropbox related to submission statistics, impact factor, etc. The report includes recommendations related to pedagogy articles in terms of positioning them relative to their reduced likelihood for citation. The report summarizes key accomplishments and activities during the recent JPER editorship period (e.g. top reviewer award, focus issues, social media, new journal covers, updated word limit in manuscript guidelines, updated instructions for submitting pedagogy articles).

Takahashi highlighted the committee's recruitment and review process related to selecting a new editorial team. Three proposals were submitted, one of which was not recommended to go forward. The committee considered proposals from Penn/Temple and Rutgers. Takahashi highlighted the strengths of the two proposals and summarized the difference in budgets for the two proposals. The review committee recommended that the Penn/Temple proposal was the stronger of the two proposals.

The discussion focused on differences in availability of the proposed editors, the role of doctoral students in conducting initial review, the qualifications and availability of the proposed editors, qualifications to offer the JPER Workshop, and the proposed future scope of the journal. The discussion also highlighted the opportunity for the Governing Board to collaborate with future editors in defining the journal's scope, regardless of the editor selected.

A secret ballot was conducted. Andrews and Popper from Rutgers were selected as the new editorial team.

- XI. Interest Groups

POCIG {Dropbox}

L. Bates/C. Acey

Acey highlighted the focus of POCIG and shared information on the group's activities. She encouraged planning chairs to attend the Diversity workshop activities. She thanked ACSP for supporting scholarship members to the National Center for Faculty Development and Diversity (NCFDD) and noted challenges in recruiting faculty to participate in the current second round of membership. Bates highlighted the benefits of engagement with NCFDD and Wagner shared information about ongoing mentoring activities related to scholars of color in planning. Wagner encouraged planning schools to invite their institutions to join NCFDD and advance participation of diverse faculty. Acey thanks ACSP for supporting travel scholarships, but recommends that fewer scholarships for larger amounts be offered in the future. Acey noted efforts to raise

awareness of lack of faculty diversity to institutional leadership. Overall, the comments and discussion highlighted a concern that ACSP is losing people of color due to attrition and retention each year – among students and faculty. Bates recommended better data collection by PAB, including attrition out of tenure track. Acey highlighted the need for better mentoring for students and faculty of color. Bates highlighted the opportunity for faculty to engage in POCIG’s mentoring program.

The discussion included a recommendation that regional reps share information about the NCFDD scholarships with schools in their regions.

FWIG {Dropbox, report requested}  
GPEIG {Dropbox, report requested}

H. Nixon/M. Weiters  
M. Tewari

XII Budget {Dropbox}

C. Andrews

Andrews shared highlights from the report on the Dropbox. The Conference is the biggest budget item and the Guide is important as a revenue source. For a number of recent years we have had a small budget surplus. ACSP has an amount equivalent to one budget year in reserves. Andrews recommends annual expenditures on strategic initiatives at \$45-50k.

**ACTION** – Andrews will get an estimate for future website and marketing expenses for the Spring 2016 meeting.

XIII. New Business

J. Thomas

XIV. Unfinished Business/General Orders

J. Thomas

#### Regional rep responsibilities

Slotterback summarized a previously circulated draft list of responsibilities of regional reps. The discussion included a recommendation that regional reps be briefed on key items that they should get feedback from chairs on prior to Governing Board meetings and items that they should highlight to chairs after meetings. The future updated website was noted as an opportunity for facilitating communication.

**ACTION** – Slotterback will share a list of items for regional reps to communicate to member schools.