



ACSP
Connecting educators,
researchers and students.

GOVERNING BOARD MEETING MINUTES

Fall Governing Board Meeting ~ November 2, 2016, 8:00 AM to 5:00 PM
Hilton Portland & Executive Tower ~ Portland, OR

Current Governing Board members in attendance: Michael Frisch, Bill Goldsmith, Joe Grengs, Sanda Kaufman, Mickey Lauria, Aujean Lee, Richard Margerum, Samina Raja, Jane Rongerude, Tom Sanchez, Carissa Slotterback, Lois Takahashi, June Thomas, James Wood, Weiping Wu

Incoming Governing Board members in attendance: Jennifer Evans-Cowley, Kristin Larsen, Mike Lens, Laxmi Ramasubramanian

Others in attendance: Charisma Acey (POCIG), Clinton Andrews (JPER), Cynthia Bowen (APA), Pauletta Brown-Bracey (PAB), Charles Connerly (ACSP liaison to AESOP), Donna Dodd (ACSP), Monica Groh (APA), Zenia Kotval (PAB), Glenn Larson (AICP), Jeffrey Lowe (Diversity Committee), Shonagh Merits (PAB), Barry Nocks (PAB), Connie Ozawa (PAB), Frank Popper (JPER), Deden Rukmana (GPEIG), Andrew Seidel (Association of Canadian Urban Planning Programs)

I **Opening the meeting and Call to Order** {ACTION} L. Takahashi

Takahashi called the meeting to order at 9:11 am.

Introductions

Approval of Consent Agenda (suggestions below) {ACTION}

Minutes April 26, 2016 (Dropbox)

Faculty Mentoring Committee Report (Dropbox)

Nominating and Elections

MOTION – Thomas moved approval of the consent agenda, Lauria seconded. The Motion was approved.

Acceptance of Regular Agenda {ACTION}

MOTION – Goldsmith moved approval of the consent agenda, Frisch seconded. The Motion was approved.

II **Update and Status of ACSP**

President's Report (verbal report)

L. Takahashi

Takahashi reported that there are changes in the conference this year and that a conference feedback survey will be conducted to gather feedback. She highlighted the new logo and updates to the website.

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Wu noted that this is the largest conference ever with over 600 faculty and over 400 students, with the highest rejection rate ever (28%). She noted a change in how posters will be integrated into the tracks and scheduled to avoid competing with sessions in the associated track. She referred to the Conference Committee report for further information. She noted that future conferences will be held in the following locations: Denver (2017), Buffalo (2018), Greenville (2019), Toronto (2020), and Miami (2021). Information about scheduling for these conferences and other workshops are available in the Conference Calendar in the Dropbox.

In terms of other conference and workshops, she specifically highlighted the Administrators' Conference, which will be held in Reston, VA on March 10-11, 2017, as well as the summer 2016 Pre-Doctoral Workshop, held at USC. The Junior Faculty of Color Workshop will be held at Harvard in summer 2017. She noted that an RFP will be sent for hosting the PhD Workshop following the Portland conference.

Wu noted that the Review and Appraisal Committee will hold its first meeting on Friday and will help inform her agenda as incoming president.

She also noted that the Global Planning Education Task Force will kickoff at the conference and will work for the next two years.

The group discussed the timing for sharing workshop RFPs. Wu noted that the schedule is earlier this time, but there may be value in moving it up even further, creating a timeline of at least 1.5 years in advance of each workshop.

ACTION – Dodd and Wu will add ACSP Conference and Workshops schedule to the website and the JPER and PhD Workshops will be added to the schedule.

ACTION – Dodd and Wu will review timelines for sharing RFPs for future conferences and workshops.

Treasurer's Report (verbal report)

J. Grengs

Grengs thanked Andrews for his prior service as Treasurer. He noted that the budget is in good shape. Current assets are approximately \$500k and investments have performed well. He deferred more detailed comments to the discussion of the budget later in the agenda.

Secretary's Report (verbal report)

C. Slotterback

Slotterback highlighted efforts to share discussion and feedback items before and after Governing Board meetings to engage the Governing Board members in gathering input from chairs and faculty in their regions. She acknowledged ongoing discussions about how to better engage the Governing Board members, the chairs, and the broader membership. She deferred more detailed comments to the discussion of the Task Force on Professional Dialogue and Special Committee on Communications discussion later in the agenda.

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Lee highlighted student-focused workshops during the conference, as well as the planned office hours program for students on the job market. Forty student/faculty pairs have signed up for the office hours. She noted that a new student bulletin has been created, that will be sent approximately 2x per year, and will highlight ACSP issues/opportunities of interest to students. She highlighted an issue for students not being notified of awards prior to the early bird deadline. She is also exploring ways to further promote award winners, encourage students to write blog posts, share summaries of their work, etc. She is also working with Connerly on possible connections to AESOP. She highlighted a recent discussion about possibly closing the Bowling League student listserv. The Student Reps gathered feedback on the possibility of closing the Bowling League and a lot of support was expressed for keeping it. It was determined that the Bowling League would be retained and that the Student Reps would continue to play a moderator role.

Wu noted that a call for a new Student Rep is forthcoming and will be sent after the Portland conference. Slotterback noted that prior GoBo discussions highlighted strategies for promoting the Student Rep opportunity and changes in the timing of funding. Raja, based on her experience at the recent Habitat III meeting, noted that there were many students from the Global South that attended the conference and are interested in connecting with student organizations from around the world. She recommended that the Student Reps connect with Genie Birch for further information.

ACTION – Dodd and Wu will send call for student reps after the conference, informed by prior discussions about how to most effectively promote the student representative opportunity.

Andrews shared information about the transition to new editors. He highlighted content in the report in Dropbox, noting that much of the reported data is associated with efforts of the prior editorial team. The current relatively high rejection rate seems to be driven in part by increased manuscript submissions from non-native English speakers. The manuscript guidelines have been revised to make them more readable and prescriptive. Clint previewed a budget request that is based on the fixed contract and includes the managing editor, editor in chief, student assistant, and summer workshop. He referred to a report from the publisher, Sage, that indicates an approximately a number of 9,500 for circulation. He noted that the journal's impact factor has dropped slightly and is a priority for the new editors during the coming year. He highlighted outcomes of the JPER Writing Workshop. They received 50 applications for 21 positions and thus focused invitations on those who are in their first to second year in faculty positions. A post-workshop survey showed a positive experience. The journal has received several manuscripts from participants in the workshop. Andrews noted that the transition has gone smoothly. The managing editor is new this year, but has experience working on another journal at Rutgers and has a PhD in planning. The editor in chief has substantial experience as well, including relative to new technology. The Sage team has changed as well. Andrews noted that Katrin Anacker is still the Book Review Editor. A call went out for a new Book Review Editor but was unsuccessful. He encouraged further submissions for the book review editor position. He noted that JPER is still doing blog posts for Planetizen and will add posts to the new ACSP blog.

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JPER is also engaged via Twitter and Facebook. He noted that recruitment of reviewers remains a challenge, but that Sage continues to support four top-reviewer awards. Previous focus issues were highlighted and Andrews noted that the editorial board will discuss future focus issues at its meeting during the conference. JPER continues to profile distinguished educators.

The discussion highlighted strategies for addressing ways to support non-native English speakers in submitting more viable manuscripts, including highlighting low-cost editorial services on the website, offering advice on how to structure manuscripts, engaging senior scholars to offer assistance to non-Native English speakers in orienting their papers more effectively, and exploring ways that we can be more open to alternative approaches to organizing manuscripts. It was also recommended that we seek greater diversity in highlighting distinguished educators, possibly highlighting innovative educators in addition to those that are distinguished. Relative to the declining impact factor, it was recommended that the editors work with Sage on a strategy to address it.

V Interest Groups

POCIG (Dropbox)

C. Acey/S. Shipp

Acey referenced the report in the Dropbox and highlighted four items. First, POCIG will soon share the results of the student climate study. The study gathered the perspectives of students around climate and diversity in their departments via a survey (over 400 responses) and 20 follow up interviews. Second, Alvaro Huerta was recognized as the recipient of this year's Ed Blakely Award. There will be a reception at the conference on Friday. Third, Acey noted that POCIG is co-hosting workshops with other interest groups on issues including pipeline and discrimination. They will host a joint workshop with FWIG on bias and discrimination in the workplace and a joint workshop with the Diversity Committee on promotion from Associate to Full Professor. Fourth, she reported that POCIG has reviewed the proposed revisions to the PAB standards and is pleased to see attention to prior comments. POCIG is encouraging its members to go to the PAB session during the conference and to review and offer support for the updated standards.

FWIG (verbal/Dropbox)

S. Kaufman

On behalf of the FWIG leadership, Kaufman referenced the report in Dropbox and highlighted several items, including noting that FWIG membership is growing. Second, she reported that FWIG has awarded the Ritzdorf Award to Mercedes Sharpe Zayas and the McCoy Award to Lisa Schweitzer. She noted that the FWIG CV book is available to support those seeking jobs and those hiring this year and that the FWIG Lunch will be held on Friday, with many students attending with free tickets funded by FWIG funds. She referenced the collaboration with POCIG on the conference workshop on bias and discrimination. Last, she highlighted future plans including increasing membership, continuing the CV book, updating Yellow Book, initiating a study of gender bias in the workplace, and updating the FWIG website.

GPEIG (Dropbox)

M. Tewari/D. Rukmana

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Rukmana, GPEIG co-chair referred to the report in the Dropbox and highlighted GPEIG's new website, which includes teaching/learning resources (i.e. syllabi related to global planning education), governance and bylaws, mission, leadership, committees, and awards. Ashok Das will be the new incoming co-chair. GPEIG has established three new awards as of this year, including Outstanding Service to GPEIG, Best Journal Article, and Best Student Paper. He highlighted GPEIG representation at the World Planning Schools Congress, including noting that the interest group formally co-sponsored five panels. In the upcoming year, GPEIG will work on a membership directory and further updates to the website. Last, he noted that Francis Owusu has taken over as the GPEAN's ACSP representative.

VI Standing Committees

Finances and Investments (verbal/Dropbox)

J. Grengs

Grengs summarized the report in the Dropbox. He noted that ACSP current has \$827k in assets, a figure that is inflated due to conference. He referenced \$528k is a more reliable estimate of assets. He reported that ACSP shifted its investment strategy a few years ago, with a move of some resources from money markets to mutual funds. That strategy has been successful. Grengs noted that the committee recommends limiting spending on strategic initiatives to \$40-50k per year and more systematically monitoring outcomes. Grengs will put together some ideas with the ExCo and share with the GoBo.

ACTION – Grengs will develop a proposal for more systematically monitoring outcomes.

Nominating and Elections

J. Thomas

Institutional Governance (verbal/Dropbox)

J. Thomas

June highlighted three documents in the Dropbox, including the committee report, a summary of phone interviews with existing GoBo members, and preliminary updates to the ACSP bylaws. She noted that the committee has decided to delay updates to the Bylaws and gather feedback on broader issues. One means of gathering feedback was to conduct interviews with five outgoing regional reps. The Committee anticipates taking a year to explore potential Bylaw updates, including identifying and addressing some anachronisms that remain from the prior update. In the spring, further issues will be discussed. In addition, Wu will engage with some of the topics with the Review and Appraisal Committee.

Thomas highlighted key issues in the interview report. First, concerns were raised about constraints in attending and participating in Governing Board meetings due to length and costs. The meetings were noted as a potential equity issue, as some schools and faculty members have fewer resources to support travel. The option for videoconferencing was highlighted. The roles and duties of the regional reps were also discussed, specifically in terms of lack of clarity about their role in communicating with chairs and faculty, their role in bringing feedback to the Governing Board, and their role relative to the Executive Committee. Thomas referred to additional concerns related to communication, marketing, and the need to transition to younger leadership.

Per the role of the regional reps, the discussion highlighted issues including:

- The regional rep role seems to be a remnant of a different time – is geography still relevant?

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- Should reps be elected by the faculty rather than schools?
- Regional reps could have a role in promoting membership
- Regional reps could help promote profile of planning in their states/region
- Reps could play a role in connecting with APA, including possibly aligning with APA chapters
- There could there be financial incentives to serve as a regional rep
- Governing Board membership could be organized based on types/sizes/interests of schools (e.g. urban, publics, HBCUs, undergrad, PhD)
- There needs to be a board involved in decision making beyond the Executive Committee
- Faculty members ignore announcements from ACSP and it is not clear what their interest in ACSP is. Do they just want to know that the organization is doing ok? What is the impact on them professionally? Since they don't pay dues directly, are they look for a benefit back to them?
- Possibility of a hybrid approach to Governing Board representation with geography, plus interests/size/type represented
- The interest groups could deserve representation
- Does it matter that schools/faculty don't care?
- Reporting back does not need to happen at in-person meetings. In person meetings could focus on discussion items.
- The absence of stakeholder interests is glaring. Could regional reps each affiliate with an issue? Could ACSP launch a policy agenda each year?
- ACSP has an antiquated system for sharing information. Direct communication from ACSP may be better than going through regional reps.
- There needs to be a real interest to get people engaged. Faculty just want their stuff to happen
- Individual programs have a responsibility to keep their faculty updated
- The value of being on Governing Board is to learn from other schools
- How do we better engage the exponentially increasing number of ACSP members not at planning schools?
- ACSP leadership is older, making it difficult to engage younger members
- There is a perception that it is difficult to break into leadership circle. AESOP's young academics program may be a model especially as we think about how to engage folks just after tenure.
- Engaging emerging scholars is different than doing the grunt work. It is not clear what the venue is for emerging scholars to be engaged and share feedback.
- More frequent meetings would allow for more engagement. There is too much on the Governing Board agendas. Quarterly meetings may be an option.

ACTION – Thomas will share feedback on the Institutional Governance report with the committee and return with recommendations.

Membership (verbal/Dropbox)

M. Frisch

Frisch referenced the committee report in the Dropbox. He indicated that he is interested in engaging Regional Reps who are interested in serving on the Membership Committee.

Conferences (Schedule Overview Dropbox)

2016 Portland (Dropbox)

W. Wu/R. Mohamed

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2017 Denver
2018, 2019, 2020 & 2021

W. Wu
W. Wu

Wu passed on an update on the upcoming conferences and encouraged attendees to contact her for further information.

ACSP/PAB Advisory Committee Report (Dropbox)

M. Lauria

Lauria reported that the Committee has been successful in recruiting new site visitors, including from schools with no representation or underrepresentation. The Committee recruited 17 new applications and recommended 16 for nomination to the pool. In the upcoming year, the Committee will continue to focus on assisting the ACSP leadership initiative to attract new site visitor pool members, with a goal of increasing the pool by another 10 percent.

VII Allied Organizations

AESOP (verbal report)

C. Connerly

Connerly reported that Takahashi invited him to resurrect a prior conversation with AESOP leadership regarding interactions between our two organizations. He indicated that conversations are ongoing as to potential connections between AESOP and ACSP, at least initially via their young academics activities. The young academics hold a conference each year, including an upcoming one in Munich in April. Connerly is coordinating with the Student Reps to explore opportunities for engagement.

The discussion explored whether funding would be available to support a student to attend the young academics conference. It was determined that funds are available for 1-2 students. It was also discussed whether it would be possible to resurrect the every five years joint ACSP/AESOP conference, with comments noting revenue impacts on ACSP, as well as AESOP's commitment to the Global Planning Schools Conference.

Further discussion called for establishing a one-year task force to explore financial and other implications of coordinating future conferences with AESOP and the World Planning Schools Conference. Recommended committee members include Grengs, Wu, Connerly, Lauria, and Owusu.

ACTION – Grengs will convene a task force to explore financial and other implications of coordinating future conferences with AESOP and the World Planning Schools Conference.

ACUPP (verbal report)

A. Seidel

Seidel reported that the Canadian Institute of Planners and the accreditation standards are under review and are being revamped. He indicated that there are 13 planning schools in Canada.

GPEAN (Dropbox)

F. Owusu

World Planning Schools Congress, Rio, 2016

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Student Travel Scholarships

Owusu was not present, but Acey indicated that she attended the Rio World Planning Schools Congress. She observed that there was limited U.S. representation. She indicated that the Congress offered a great opportunity to meet scholars from around the world. GPEAN and ACSP offered 17 scholarships for students, though only seven requested reimbursement.

The discussion focused on future ACSP engagement in the World Planning Schools Conference, including whether ACSP might serve as a host, co-locating the Congress with the ACSP in Miami in 2021. It was also discussed as to whether we might consider a subsidized rate for international planning scholars to attend the ACSP conference.

MOTION – Lauria moved and Goldsmith seconded that ACSP approach AESOP about hosting the World Planning Schools Conference in Miami in 2021. The motion was approved.

ACTION – The special task force mentioned above will explore the opportunity for partnering with AESOP to host the World Planning Schools Congress in Miami in 2021.

ACTION – The special task force will discuss possibility and budget implications of substituting the World Planning Schools Congress for the ACSP conference in future years.

ACTION – Dodd will follow up with Francis Owusu to gather more information about World Planning Schools Congress attendees and student travel scholarship recipients.

PAB (Dropbox)

B. Nocks

Acknowledgement of PAB's report {ACTION}

Nocks and Brown-Bracey summarized the PAB's report in the Dropbox. He highlighted the PAB mission and membership and the current 5-year strategic plan. He noted that all of the goals in the plan have been addressed.

They reported that a best practices section has been added to the website, site visitor training has been conducted, and diversity continues to be addressed. Nocks acknowledged that diversity remains a difficult issue for PAB, including challenges with schools sharing information about diversity and meeting standards. PAB is doing a survey to gather successful practices related to diversity. They are also considering the possibility of conducting accreditation of non-U.S. schools. PAB has worked on accreditation related to online programs and on satellite campuses. They continue to work on relationship building and communication among ACSP, APA, and AICP. Nocks acknowledged Lauria's work with the PAB Site Visitor Committee to recruit new site visitors, including from schools that have been under- or unrepresented. He noted that a conversation is underway about the possibility of raising accreditation fees, in order to cover costs of enhancing website content. Barry noted that Bruce Knight, a planner in Illinois and former APA president, will be the new PAB chair and Connie Ozawa will be the vice-chair.

He summarized the proposed updates to PAB accreditation standards and goals that shape the recommended standards. The goal of the updates is to clarify standards approved and implemented in 2013. Draft 2 of the amendment was released in September 2016. A 30-day

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public comment period will occur in November-December 2016, starting likely during second week of November. The updated standards are expected to be finalized and released in March 2017. The current draft of the standards has been shared with the GoBo and an overview session is planned at the ACSP conference.

The discussion included a commendation related to PAB's attention to the 11 goals. A question was raised as to how the recommended standards have changed from the earlier version last year. Nocks highlighted feedback from the attorneys related to student/faculty diversity that encouraged PAB's consideration of whether standards were legal, whether they are efficient in reviewing programs, and whether they are effective in reviewing programs. The TX and MI legal cases made it clear that schools cannot look at proportions by race, gender, or other discriminated group, though it is possible to look at race, gender in case-by-case admissions if diversity is important for the program. The discussion highlighted a recommendation that the ACSP Executive Committee facilitate a process for gathering feedback on the current draft PAB standards, utilizing the same process as used previously.

ACTION – Takahashi will contact ACSP interest groups, Governing Board members, and schools to collect comments on the PAB standards during the upcoming feedback period.

MOTION – Thomas moved acceptance of the PAB report and Frisch seconded. The motion was approved.

VII Allied Organizations continued

AICP (verbal report)

G. Larson

APA ((verbal report/Dropbox)

C. Bowen/M. Groh

Bowen, APA President, highlighted the critical relationship between ACSP and APA, especially considering ACSP's role as the first contact with students. She highlighted the report in the Dropbox, with emphasis on the recent successful collaboration via the joint APA/AICP/PAB/ACSP Task Force on planning school enrollment. She also described the APA/AICP New Planner Committee, which included academic members, and created a new student membership program that offers free APA membership, including up to 5 divisions, throughout students' enrollment in an academic program. Following graduation, the program creates a two-year reduced dues period, including for those who happen to be AICP. APA will continue work on a toolkit and free student enrollment materials to get students signed up. APA is interested in a potential data exchange with schools and Bowen inquired about whether APA has data that schools would be interested in, such as where are graduates of our planning programs are working. APA is enhancing its career services and support, including hiring a new staff person to focus on this topic and enhancing APA's career-focused blog. APA will meet with the Academic Membership Task Force and faculty AICP members and program chairs during the conference, with a focus on how to best connect faculty and planning programs with APA. Bowen also noted that APA has convened a new task force and is reviewing its research agenda and program and is open to discussing more collaboration with academics and ways to increase visibility of research. The task force current has two academic members and will engage at least one more. Last, she indicated that APA will make all Planning Advisory Service materials available for free to members.

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Larson, AICP President, highlighted the common goals of AICP and ACSP. He shared goals that the AICP Commission has set for the certification process, as it relates to both practitioners and students. He highlighted the new AICP Candidate Program, which has as its goal to provide a clearer path to certification and career-long commitment to professional development. The new program is open to students and graduates of accredited programs. They can enroll as a student or as a recent graduate and will have the opportunity to take the AICP exam immediately after graduation. Once participants pass the exam, they can use the AICP Candidate designation until they meet the experience requirement. While in the candidate program, they must commit to the Code of Ethics and the Certification Maintenance. A new mentorship program will be tied to the candidate program as well. Larson also highlighted the Commission's near final update of the AICP exam. This is the first update since 2007 and will focus more on critical thinking and problem solving, as well as content related to current trends and practices. There will be additional emphasis on "soft skills" in planning, such as communication, public engagement, leadership, administration, and management. AICP has reached out to subject matter experts in all topic areas to help write exam questions. The exam update was significantly informed by a member survey and job analysis to better understand what planners do today. The new exam will be available as of May 2017. Last, AICP is working generally toward further engagement of students and new planners in its various activities, as well as as greater engagement of faculty, such as around certification maintenance offerings and in identifying emerging issues.

The discussion explored intersections between APA and ACSP's marketing efforts. Groh highlighted a revamp of APA's marketing department and its resources. With the changes to the membership program, APA is anticipating a significant increase in members and thus will focus initially on marketing to the core group of students in planning programs. For broader marketing to potential students, they will continue to work with chapters and schools and do outreach to those in elementary and high schools. Groh also reported that the APA Ambassador Program is engaging APA members as ambassadors for planning in their communities, such as in schools, activity groups, etc. The discussion included offers of thanks for the changes to the membership program and noted that changes will likely drive increases in engagement in the APA conference and divisions. Groh confirmed that all students matriculated into a degree program, including PhD students, qualify for the membership program. The discussion also explored implications for planning curricula relative to best preparing students for the AICP exam. Larson noted that the new content outline will be available in early December. He described the outline as being more descriptive, having more consolidated content on spatial planning, and giving more emphasis to ethics. The outline and exam were described as being more attentive to the PAB curriculum standards as well. The discussion revealed that Certification Maintenance credits are available to PAB site visitors per the credit option for pro bono activities.

VIII Special Committees and Task Forces

Communications Committee (Dropbox)
Community Forum & Blog

C. Slotterback

Slotterback referred to the report in the Dropbox and indicated that it describes the activities of the Task Force and new Special Committee on Communications as of mid-September 2016. She highlighted the work of the Task Force, including the key issues that they addressed leading up to the launch of the ACSP Forum in early September. These issues included creating a fully open

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forum available to anyone, using ACSP's website to leverage investment in the new platform, and engaging ACSP as the host and manager of the forum as a service to ACSP membership.

She described the work of the Special Committee on Communications, which convened in September with an initial focus on the Forum. The committee is discussing how the Forum is working and ways to promote it further. Slotterback indicated that Forum use is increasing and that ACSP members have been automatically signed up for the Forum by ACSP staff. She reported on the number of topics and posts, as well as web analytics for the Forum portion of the ACSP website. Tracking of use and views will continue. Thus far, the content posted to the Forum has been mixed, with discussion/feedback oriented posts, as well as informational items such as events, book announcements, and job postings. Slotterback described how ACSP staff are communicating about alternative means of sharing informational items via the Career Center and ACSP News. She indicated that the committee has created a procedure for dealing with reported/problematic posts. The Committee will be working on additional issues in the coming months including launching and managing the ACSP blog on planning education and research topics, developing a social media strategy/policy, monitoring web analytics, exploring communication strategies and identifying key audiences, and gathering feedback on communication efforts. Relative to the blog, the committee is exploring potential approaches to managing the blog, generating content, recruiting bloggers, and identifying other relevant blogs that have complementary content.

Committee on the Academy (Dropbox)
2017 Administrator's Conference

B. Stiftel

On behalf of the committee, Takahashi shared information about the Administrators' Conference, including highlighting potential sessions (e.g. addressing declining enrollment, planners roles in leading campus interdisciplinary initiatives, diversity). She indicated that Stiftel will share further information about the conference at the Business Meeting.

Doctoral Committee (Dropbox)
1-Day Workshop

R. Norton

On behalf of the committee, Takahashi referred to the report and indicated that the Doctoral Workshop is being held concurrent with the GoBo meeting. She noted that the Workshop will go back on a summer rotation in future years.

Faculty Mentoring (Dropbox)
Committee on Diversity (Dropbox)
Faculty Workshop at Administrator's Conference
Pre-doctoral Workshop (Dropbox)

A. Garde
J. Lowe

Lowe referenced the report in Dropbox and indicated that preparations for the faculty workshop at the Administrators' Conference are beginning. He indicated that the committee was considering the possibility of integrating sessions into the conference rather than conducting a workshop. Potential session ideas included: 1) challenges HBCU's face regarding accreditation, 2) case studies of good practices for recruitment and retention of faculty diversity, and 3) demographic trends on race, ethnicity, and foreign origin data.

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Lowé also highlighted the diversity retreat that occurred at the 2015 ACSP conference and sessions related to diversity data, recruitment and retention of faculty of color, and wrap up discussion of next steps on diversity. He indicated that the Diversity Committee oversaw the 2016 Pre-doctoral Workshop for Students of Color. Suggestions based on their observation include the need for more advertising – especially at ACSP schools, more presenters of color (especially women of color), and attention to “imposter syndrome” issues. The Committee will soon begin preparation for the 2017 Pre-Doctoral Workshop, which will be held every year. He reported that the Committee compiled its first CV book this year, modeled on the FWIG resume book. The Committee is beginning to work on the 2017 Junior Faculty of Color Workshop, for which the call for participants has been shared. Lowé highlighted evaluation survey data from the 2015 Junior Faculty of Color Workshop. In general, participants had favorable feedback on the workshop, but it was recommended that more focus be placed on dossier preparation and strategies for getting publications out. He also highlighted a committee report on PAB data, which found that faculty, staff, and student percentages have changed little since 2008. Other than the rise in international students and decline in white students, there has been little change taking place. The Committee will co-sponsor a conference roundtable with POCIG on moving from associate to full professor. Lowé raised the need for ACSP administrative support for Committee activities such as disseminating calls and securing meeting space and lodging.

The discussion highlighted interest in Diversity Workshop sessions at the Administrators’ Conference on departmental climate and preparing diversity plans, as well as in a possible role for the Diversity Committee in collecting and disseminating Diversity Plans.

Marketing Plan for The Guide (verbal)

L. Takahashi

Takahashi shared coffee cups with the new logo. She reported that the ExCo will meet with Screamer Co. in the coming months to further discuss next steps on the marketing plan.

IX Budget (Dropbox)

J. Grengs

Grengs highlighted the spring 2017 budget submission process and review. He summarized the report in the Dropbox, noting that the conference is the biggest budget item (about half of revenues and expenditures). Expenditures and revenues fluctuate, primarily in association with the conference performance. Net income is negative in 2016, as anticipated, largely due to changes with the Guide from a paper version to an online version. He indicated that assets remain in good shape, though with a slight dip in the current year. He noted that the conference fee structure changed this year, separating the opening reception ticket from the main registration, charging for a paper copy of the program, and modestly increasing student fees. Student registrations are cross-subsidized and as more students attend, there was a need to increase fees slightly. We also eliminated the awards luncheon. The awards luncheon is replaced with a plenary with Wim Wiewel and faculty awards.

The discussion pointed to the need for feedback on the conference changes and an assessment of who is not attending the conference and reception and why. The discussion also explored the intersection of the Guide with the Planetizen Guide to schools. Dodd indicated that ACSP is moving to a searchable database, but the directory software does not allow us to create a

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“pretty” Guide. Because the current directory software is not working well, schools are not paying at this time. It was noted that there was a task force that is exploring intersections with Planetizen, including possibilities of sharing data for greater coordination and efficiency for planning programs. Sharing revenues and costs was also discussed. The discussion also highlighted intersections with the marketing plan. Wu also acknowledged that the Guide serves as a resource for the journal editors to identify faculty. It was acknowledged that Planetizen is effective at marketing and that their Guide and visibility may be superior to what ACSP can provide.

MOTION – Lauria moved approval and Thomas seconded that Takahashi and Cowley reach out to Chris Steins to explore future collaboration on the ACSP Guide and Planetizen’s Guide. The motion was approved.

ACTION – Takahashi will work with the ExCo and Cowley to determine a strategy for discussing possible options with Chris Steins.

X New Business

L. Takahashi

Raja reported on Habitat III. She indicated that ACSP was an officially accredited delegate to the conference. This designation allowed four faculty members (Jason Corburn, Annette Kim, Samina Raja, Bruce Stiftel) to attend the plenary sessions. Raja described that the New Urban Agenda is a plan that the UN is forwarding for adoption by member states. She indicated that all of the countries represented talked about the importance of planning and planning education. There was strong representation by smaller and lower resourced countries. She encouraged interested persons to contact Enrique Silva or Genie Birch to get further engaged in the UN process. She noted that ACSP could play a leadership role in future efforts, especially to explore ways that planning networks could play a role in these efforts and including relative to planning the Global South. Acey attended as well and noted that questions arose as to how to move forward with the New Urban Agenda and intersections with the Paris Accords and the Sustainable Development Goals. She noted that greater north – south cooperation is needed, including among faculty and students and that partnerships with our institutions could be helpful. Raja further noted that ACSP faculty seem to be interested, but that they were unsure how to connect. She recommended that ACSP provide information about future Habitat-related efforts, as well as with efforts such as the U.S. Department of State’s recent agreement to work with C40 Cities.

3:45pm **XI Unfinished Business/General Orders**

L. Takahashi

The meeting adjourned at 4:09 pm.

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