



GOVERNING BOARD MEETING MINUTES

Fall Meeting ~ October 24, 2018, 8:00 AM to 5:00 PM
Buffalo-Niagara Convention Center

Governing Board members in attendance: Sandeep Agrawal (Canadian Liaison, non-voting), Clint Andrews (JPER editor, non-voting), Marlon Boarnet, Edward Goetz (PAB, non-voting), Joe Grengs, Justin Hollander, Zenia Kotval (PAB, non-voting), Kristin Larsen, Lucie Laurian, Richard Margerum, Ellie Masoomkhah, Connie Ozawa (PAB, non-voting), Laxmi Ramasubramanian, Tom Sanchez, Charles Santo, Carissa Slotterback, Lois Takahashi, Austin Troy, Shannon Van Zandt, Mary Wolfe, Weiping Wu

Others in attendance: Cynthia Bowen (APA), Ashok Das (GPEIG), Cecilia Giusti (Committee on Diversity), Jesmarie Johnson (PAB), Nabil Kamel (Committee on Diversity), Bruce Knight (PAB), Glenn Larsen (AICP), Jeffrey Lowe (Committee on Diversity), Sheryl-Ann Simpson (POCIG), Jeff Soule (APA)

Staff in attendance: Donna Dodd

- 1 Call to Order** [\[Action\]](#) W. Wu
Introductions

Wu called the meeting to order at 8:05 am. She invited introductions from those in attendance.

- 2 Approval of Agendas** W. Wu
A) Consent Agenda [\[Action\]](#)
- a. Committee on the Academy [\[Box\]](#) D. Jourdan
 - b. Doctoral Committee [\[Box\]](#) R.K. Norton
 - c. GPEAN Report to ACSP F. Owusu
 - d. Faculty Mentoring Committee [\[Box\]](#) K. McClure
 - e. National Conference Committee [\[Box\]](#) G. Sandoval
 - f. PAB Advisory Committee [\[Box\]](#) M. Lauria
 - g. FWIG [\[Box\]](#) P. Doan

Wu reviewed items in the consent agenda and highlighted changes to the agenda to accommodate attendees and a New Business item focused on an AESOP MOU. There were no changes to the Consent Agenda.

B) Regular Agenda [Action]

MOTION – Van Zandt moved approval of the agenda, Laurian seconded. The motion was approved.

3 Approval of Minutes from April 21, 2018 [Action/Box]

C. Slotterback

Wu highlighted the minutes from the prior meeting.

MOTION – Laurian moved approval of the minutes, Van Zandt seconded. The motion was approved.

4 Strategic Issues (I)

W. Wu, Moderator

Wu highlighted the focus on strategic issues in the morning and afternoon portions of the agenda.

A) Values Statement [Box]

M. Boarnet/C. Slotterback

Boarnet summarized the process by which the current draft values statement was created. He noted that two initial task forces were created, but were then joined together in working on an engagement process for creating the values statement. The joint task force has drafted a values statement based on the feedback from an engagement process, which included focus groups and a survey for ACSP members. The current draft also reflects feedback from the task force and the Executive Committee.

Slotterback summarized the current content of the statement and emphasized the process used to create it. She noted that the Preamble section provides context, the Values Statement section represents the core of the statement, and that the Our Association's Commitment section is proposed as a new Mission statement for ACSP. She highlighted the process that would follow, including a discussion at the Business Meeting and a values statement conference session. Following the conference, feedback will be compiled and will inform the next draft of the values statement, which will then be shared online with the ACSP membership. Further comment will be gathered and the values statement revised as needed. The final statement will go to the Governing Board for approval.

Comments:

- Economic prosperity is missing – economic well-being may be an alternative
- There are opportunities to share the statement with PAB and use it to inform a parallel process on innovative curriculum that they are engaged in
- “Social justice” phrase can be a partisan phrase – hate to see ACSP engaging in a partisan discourse – maybe take out the “social” but at the same time “justice” can be perceived as too legal
- Human-built environments is too narrow – many of our interactions are broader – built infers urban – what about natural environment, rural, and regional?
- How does design fit in – creative component?
- Relative to well-being, health could also be highlighted
- Public interest should be included

- There may be a need to engage those who might be opposed to the statement or not interested in it
- Sustainability is not included - maybe an alternative word like regenerative
- Still not clear how this will be used – could be used to vet requests for funding, could inform ACSP priorities, could help us in responding to requests from other organizations
- Could draw on PAB core competencies to inform values
- Education can go beyond teaching our students – could broaden statement to reflect this
- Should we coordinate with APA on creating statement?
- Does statement assume that community is broadly defined to include all of the communities that our members work in – can it help us interact with ways that we work with other regional associations?
- Does it sufficiently reflect global, transnational interactions?
- Make it clear that research, education, scholarship are ways that we take action – we assume that they have implications
- Emphasize action-oriented, applied, change-oriented research and education
- How should we use statement?
 - o See whether sessions at the conference are supporting what we say we support – could use it to inform conference planning
 - o Help define boundaries of what you’re working on
 - o Respond to requests from other orgs (such as to partner)
 - o Can content of statement inform buckets of activity for association?
 - o Does it influence JPER focus or decisions?
 - o Can it help us respond to current events?
 - o Mission statement says what we do, while values statement says what we believe in
 - o We don’t have capacity to respond to everything
 - o We should be selective in determining what we make statements on
 - o Our interaction with students is a key way we express our values – can values statement inform our interaction with PAB to evolve curriculum standards?
 - o Want member schools to use statement in discussions within their universities
 - o Should be a living document

The group discussed the possibility of inviting comment from those skeptical or not engaged thus far.

ACTION – Slotterback and Boarnet will share Governing Board and other feedback gathered at the conference with Values Statement Task Force.

ACTION – Slotterback will contact Governing Board members, when the values statement draft is complete, to encourage them to invite comments from those skeptical or not engaged.

B) Dues Increase [Box]

W. Wu/J. Grengs

Wu summarized prior discussions and outreach to the Governing Board and chairs regarding a possible dues increase. She noted that feedback from this outreach included questions about how we have transitioned from a strong financial position to a deficit. She noted that data were provided as part of the feedback gathering effort to highlight investments made by ACSP in recent years. Negative feedback on the proposal was focused on increases on individual level

memberships and hardships created by implementing the fee change in the middle of the fiscal year. Positive feedback noted that ACSP is relatively inexpensive compared to other associations.

Grengs shared a summary of the proposed dues increase. He referred to prior discussions about possible dues increase scenarios and how they informed the current proposal for changes in per program fee and capitation, as well as individual, retired, and student categories. He noted that the fee change would result in a \$50,000-\$60,000 annual increase in revenue. This amount is near shortfall amounts that have occurred in each of the last two years.

The discussion focused on impacts on affiliate and corresponding members, which are seeing somewhat higher percentage increases. Grengs noted that the value available to affiliated and corresponding members was largely consistent with full membership, with the exception of voting. Feedback from ACUPP noted concerns about the large percentage increase for affiliate and corresponding members.

The group also discussed possibilities for postponing or assisting schools who may initially or on a one-time basis struggle to pay fees. Wu shared data on changes in number of schools in various membership categories in recent years. Dodd noted that full member retention is about 98%. Full closure of programs has been the only reason for losing full members in the past. It was noted that declining enrollment may result in the closure of more programs in the future. Wu noted that ACSP has established an Enrollment Task Force to engage with these issues.

The possibility of establishing an annual percentage increase in dues, similar to the approach PAB is using, was noted.

Relative to affiliate and corresponding members, it was recommended that the proposed base for affiliate and corresponding be reduced to \$200.

MOTION – Laurian moved and Van Zandt seconded approval of a dues increase with amendment of affiliate/corresponding base fee from proposed \$250 to \$200. The motion, reflecting the dues increases as proposed with the exception that the affiliate/corresponding base fee will be \$200, was approved.

Wu noted that the chairs will be informed of the change at the Business Meeting. Membership fee notices will go out in November.

5 Executive Committee Reports [\[verbal\]](#)

A) President's Report

W. Wu

Wu noted presidential priorities including globalizing and diversifying to an inclusive planning academy, enlarging public engagement and presence to become the intellectual source for grappling with serious practical issues, and educating student for emerging roles to prepare them as change agents with new knowledge bases and skills. She highlighted the upcoming International Task Force sessions at the conference. She noted that the Committee on Diversity has been active in a number of efforts and will attend the Governing Board meeting in the afternoon to facilitate further discussion around diversity goals for the association. She mentioned that ACSP's relationship with AESOP is in a strong position. It was noted that the

connection with GPEAN is strong as well, facilitated in part by plans for connecting at the 2019 AESOP meeting. She noted that Rosa Clemente will provide the keynote and will highlight Puerto Rico's current crisis and prospects of broader nation building. She mentioned that APA will propose an MOU, intended to further strengthen relationships, during its comments later in the agenda. She mentioned an upcoming discussion around institutional research for ACSP that will start today but will continue into spring 2019, as it will have budget implications.

Related to education and curriculum, the Enrollment Task Force is looking at issues including STEM designation. The Task Force may focus in the future on doctoral education. She referred to an online and hybrid education session and big ideas sessions on urban data and the intersection of health and the built environment. She emphasized an intent to push our curriculum to look to the future and to advance scholarship.

She highlighted additional organizational changes/updates:

- New staff and realignment
- Code of Conduct in place, implemented through registration
- Online harassment reporting form – ACSP Executive Committee and Dodd have access to form
- Continue the open call for volunteers (50-60 volunteered last year) for all open positions on committees, track chairs, and the Governing Board
- Continue annual chairs survey, conducted right after the conference – this year's survey will collect information related to enrollment, diversity efforts, and professional development needs of chairs.

B) President-Elect Report

M. Boarnet

Boarnet shared details related to the conference, noting that the current conference is similar in size to past several conferences with over 1,100 attendees. (Following the meeting, the final tally of attendees was 1,209, a record for ACSP.) We have an approximately 85% abstract acceptance rate. He noted discussions with Gerardo Sandoval, Conference Chair, and track chairs regarding the acceptance rate and noted general consensus around continuing to be as open as possible to abstract acceptance, pending space availability. He noted that about 20% of papers were submitted in advance of the conference, an increase from recent years. Sandoval is working with track chairs to continue to improve this metric. He noted that nearly all sessions will have discussants and that efforts are being pursued to make the conference more welcoming to all.

Hosted by the University at Buffalo, the Pre-Doctoral Workshop for Students of Color is being held concurrent with ACSP, starting on Saturday. The University at Buffalo did fundraising to support the workshop. Harvard University hosted the Junior Faculty of Color Workshop in August 2018. ACSP did joint sessions at AESOP and ACSP conferences and plans to continue these sessions. ACSP is working with AESOP to develop a draft MOU to memorialize the relationship.

Boarnet noted that the JPER publishing contract has been renewed with Sage for five years, informed by a small search process including engaging a consultant to advise ACSP in the process. Sage will modestly increase revenue to ACSP (~\$6,000 per year). Auto-renewal for the new contract would be for one year.

The Administrators Conference will be hosted by the University of Minnesota in March 2019. The Committee on the Academy is developing the program.

C) Treasurer's Report [Box]

J. Grengs

Grengs summarized the current budget situation. He noted that ACSP has retained a new accounting firm and that all is going well with them. Relative to budget, he referenced a new format for summarizing budget information and provided details related to the document in Box. He noted that last year's deficit was lower than anticipated. Relative to the five-year trend, the conference is the biggest source of revenues and expenditures. Key sources of revenue are JPER, membership fees. Key sources of expenditure are JPER and association management. He highlighted a dip in FY 18 in total assets, but an overall upward trend in assets in last five years. He described the way that we have managed assets over time and reserve fund requirements (current requirement is \$125,000). Grengs noted that the accountant is recommending that we maintain one-half of an annual amount of expenses as the reserve (~\$180,000), plus any anticipated shortfall. Investments include mutual funds (\$183,000) with a very diversified portfolio and CDs (\$149,000) that are primarily used for liquidity.

A question was raised as to what is in our mutual funds. Grengs noted that we have not specifically targeted socially responsible funds, but that we could do so if it is a priority for ACSP.

ACTION – Grengs will work with the Finance and Investment Committee to review options for socially responsible investment.

D) Secretary's Report

C. Slotterback

Slotterback referred to ongoing efforts to update the website to make it more navigable and to better anticipate how the variety of website visitors might use it. She noted that Facebook and especially Twitter followers continue to grow. She indicated an intent to continue to communicate with the Governing Board between meetings on key issues, including sharing post-meeting summaries with Governing Board members to share with those in their regions.

ACTION – Slotterback will follow up with action and communication item list for Governing Board members after the meeting.

6 Regional Representatives Reports [verbal]

Laurian noted that the University of Iowa has moved forward in getting the planning program designated as STEM, with a change to Sustainability Studies. She noted that enrollments are stable. She suggested the need for more publicity about the discipline since it is not known to the broader population.

Larsen noted that many in UFL online degree are working in planning but do not have a planning degree, thus reflecting a gap between practice and education. She also noted that there is a gap between what employers are looking for and what the curriculum offers. She noted that the STEM discussion is heating up, with a focus initially on the PhD program.

Wu referred to efforts related to CIP codes and STEM designation and variation among schools in approach. She mentioned an effort by Library Science to designate its entire discipline as STEM. She inquired as to whether ACSP should initiate efforts to add the Urban and Regional Planning CIP code to the list of STEM fields. There was general consensus that we should further explore this possibility. It was acknowledged that some schools may push back, based on seeing the STEM designation as a movement away from the social justice focus of the field. It was acknowledged that there may be internal disagreement within ACSP and that the varied planning degrees (e.g. MS, professional) could create varying perspectives and challenges across schools.

Troy noted that one school in his region shared that its budget is tight.

7 Student Representatives [\[Box\]](#)

M. Wolfe/E. Masoomkhah

Wolfe highlighted two student workshops to be held at the conference, including one on publishing in planning and another on preparing for the job market. The students are hosting the Graduate Student Clinic and a Student Reception. Masoomkah noted the most recent Student Bulletin, which provides key updates and highlights student accomplishments. The PhD Bowling League includes 1500+ members. Wolfe shared a recommendation to formalize the relationship between ACSP and the AESOP Young Academics program by naming it as the ACSP AESOP Young Leaders Exchange. The discussion highlighted possibilities to include it in the ACSP AESOP MOU. Related to the Graduate Student Clinic, it was suggested that opportunities for interaction occur even before the conference, such as through a mentoring process.

8 Standing Committees

A) Finance and Investment [\[Box\]](#)

J. Grengs

Grengs referenced the committee report in Box. He noted that the report provides information and a proposal related to limiting Executive Committee expenditures outside of the annual budget process. He noted that occasionally the Executive Committee needs to spend funds outside of the budget process. The proposal would limit expenditures to up to \$10,000 and that any expenditure between \$5,000 - \$10,000 would need justification and a vote of the Executive Committee. This proposal would become a policy, but it is not required to go into the bylaws. He noted that no policy exists at this point.

The discussion inquired as to prior instances when expenditures were made and the circumstances surrounding them. Examples of recent expenditures of this type include keynote speaker fees and the journal consultant fee. The feedback was positive and noted the need for such a policy as the organization grows and become more sophisticated. The discussion highlighted one concern that the Executive Committee could split expenditures into smaller amounts in order to avoid triggering the policy.

MOTION – Van Zandt moved approval of a policy that would limit Executive Committee expenditures to \$10,000 and to require justification and a vote of the Executive Committee when proposed expenditures are between \$5,000-10,000, Ramasubramanian seconded. The motion was approved.

B) Institutional Governance [\[Box\]](#)

L. Takahashi

Takahashi summarized the committee report and recommendations from the Institutional Governance Committee including:

1. Combining the affiliate and corresponding member categories into a single category to address lack of clarity in who qualifies for which category

The discussion highlighted a concern that combining non-planning and non-US planning programs into a single category could have the effect of minimizing the visibility and interests of full-fledged planning programs outside of the U.S. A related concern was shared about the name of the member categories and how they might be perceived by university administrators as they make decisions about memberships and budgets. Takahashi noted the possibility of adjusting the name of the category. The possibility of allowing Canadian schools as full members was highlighted, but noted that a longer conversation is needed to address this issue.

2. Change Governing Board representation to include regional representatives and categorical representatives to ensure that a broader range of perspectives is represented – categories include bachelors’ granting (currently 42), master’s degree granting (currently 88), doctoral degree granting (currently 38), minority serving but not R1, and small (20 or fewer students). Note: current numbers are provided above only for categories for which data were available in the meeting.

The discussion highlighted issues of homogeneity or lack thereof in regions and categories. The possibility of a public/private distinction was noted, as was the lack of clarity in knowing what position to represent as a regional or categorical representative. The possibility of redrawing regional boundaries was noted as a way to make them less arbitrary, though there are challenges in having a balance of schools across the regions. Differences in urban and rural schools was noted as another perspective not represented in categories. Takahashi confirmed that the intent would be for the categorical representatives to be voted on by those in their categories.

3. More formally categorize non-voting attendees at the Governing Board meeting as Liaisons to the Governing Board (e.g. international programs, interest groups, organizations) and clarify their roles.

9 State of Operation

D. Dodd

Dodd highlighted an Operations Chart in Box and described the experience of expanding her staff, building a structure for delegating activities, and finding the right personnel. Current staff includes a conference manager, bookkeeper, marketing manager, communications manager, and membership coordinator.

Hollander highlighted the possibility of developing press releases for newsworthy papers to be presented at the conference.

Dodd noted new member schools and individual members. She noted that there are over 1,100 registered conference goers, 50 student volunteers, and 27 Pre-Doctoral Workshop for Students of Color attendees.

It was recommended that the POCIG and FWIG resume books be added to the app, as well as having a feature that could highlight sessions randomly for those who might want to identify something unexpected. It was recommended that the true cost of the printed program be charged if it printed in future years.

ACTION – Dodd will add the resume books to the 2019 app.

10 Allied Organizations

A) PAB [\[Box/Action\]](#)

B. Knight

Knight noted that this will be his last meeting as PAB chair. He highlighted the new PAB mission statement and its greater emphasis on promoting excellence among planning programs. He provided updates on PAB appointee terms and the need for new and/or reappointments from ACSP. They are seeing unmet and partially met results in Student Learning Outcomes criteria and they are seeing continued demand for training on this topic. He noted PAB's limited resources to provide training, its hesitancy to prescribe an approach to assessing programs, and CHEAs growing expectations related to student learning outcomes as important issues for further discussion between PAB and ACSP. Knight noted that PAB has a task force on innovation in planning education that has a focus on issues of data collection related to program content and delivery, to ensure that PAB is promoting innovation and also not limiting innovation by its standards. The Task Force work will continue, including hosting a session at the conference and one at the previous spring 2018 APA conference. Knight noted that the 2017 accreditation standards are now in effect and a new online accreditation document submission system is in use. Site Visitor Training includes online video modules and in-person training in spring and fall. Site Visitor recruitment includes engagement with ACSP, with preference for those with academic seniority and administrative experience. PAB is now asking that letters of nomination include information about this type of experience. PAB's financial situation is improved by a recent change in the fee structure, including annual increases in fees each fiscal year.

The discussion focused on nominations for site visitors and the need for more specific guidance on what goes into letters of recommendation or possibly using a form. Kotval noted that some applicants to the site visitor pool have been deferred recently due to lack of relevant information in the letters. She noted a particular need for full professors with administrative experience. Wu described prior efforts by the PAB Advisory Committee to recruit a greater number of site visitors, especially from schools without site visitors in the pool or with below-average participation rates. She indicated that the new focus on those with administrative experiences is being discussed by the committee. Johnson mentioned specific efforts by PAB Advisory Committee to recruit persons for the site visitor pool from underrepresented backgrounds.

Knight noted that CHEA is updating its policy related student learning and outcomes assessment, including a draft statement suggesting that the accreditor only consider programs that are achieving student learning and outcomes assessment, as well as innovation. PAB is awaiting the next version of the policy.

A question was highlighted as to whether PAB has considered accrediting certificates. Johnson noted that the curriculum innovation task force could look at this possibility. The need for more information about changing CHEA expectations by chairs and programs was noted, as well as the possibility of FERPA concerns related to the use, display, and sharing of race/ethnicity data. Johnson noted that PAB is continuing to attend to this issue and considering what data is most in demand.

MOTION – Grengs moved, and Van Zandt seconded, approval of the report from PAB. The motion was approved.

B) APA [Box]

C. Bowen

Bowen shared an update on the APA Academic Task Force and its initiatives. The task force completed its work and has now sent recommendations to various committees within APA. Highlights include continuing to monitor the Academic Membership Program as it has been expanded, exploring the possibility of an Academic Division of APA, exploring possible academic rates for APA via a data gathering effort to understand the extent of academic participation, continuing to work with planning academics on research, and hiring Ann Forsyth as JAPA editor and positioning her as an advisor to the APA board. Bowen indicated that the APA Governance Committee is considering inviting ACSP appoint a member as a liaison to the APA board, and emphasized that the current draft partnership memo is intended to formalize the ACSP and APA relationship with objectives and priority areas of collaboration outlined in the draft memo in Box. Feedback is being collected from APA and ACSP on the draft memo.

The discussion on the MOU included highlighting the need to establish an end date or period for the MOU. Additional feedback included:

- Be aware that pipeline is not just linear – many programs engage with students who have been working, focus on lifelong learning is important
- APA should be more active in helping us promote our work to planners
- Prefer not to see APA as a major player in curriculum, in favor of engagement via PAB
- Ethics module could be really helpful
- APA could periodically help identify issues that are emerging in planning that could be addressed in curriculum
- Distinction between practitioners and researchers, and classroom and the real world, is more nuanced
- Language of MOU should reflect a focus on future rather than current challenges
- Any assistance with student recruitment and diversity would be very helpful – more opportunities to partner with planning academics and planning students
- Practice cases can be helpful in planning education (i.e. update Hoch's Politics, Power, and Persuasion book and cases)

Bowen noted that APA Executive Director Jim Drinan is retiring in February 2019. APA is in process of seeking candidates for this position. Monica Groh is leaving APA to take a new position as well. APA anticipates hiring a new person to take over the activities that Monica was leading. Bowen and Larsen will end their terms at the end of 2018.

C) AICP [verbal]

G. Larsen

Larsen highlighted the newly launched AICP Candidate Program, which has been a success thus far with 800+ candidates enrolled in the program. The intent is offer a path to certification for students and new graduates. Candidates earn Certification Maintenance credits and receive mentoring from established planners. More than 400 planners have signed up to be mentors. Larsen encouraged schools to share information about the program. AICP has produced an AICP Code of Ethics rubric, a learning module for the AICP code. He noted that Bonnie Johnson at the University of Kansas was instrumental in creating the rubric. The rubric can be used in teaching the Code of Ethics.

D) ACUPP [\[verbal\]](#)

R. Milgrom/S. Agrawal

Milgrom shared a recent history of planning practice and academic organizations in Canada, including creating a new certification process. He noted a recent decision to jointly fund a Canadian Planning and Policy journal with two issues a year. He noted that all Canadian schools are seeing large increases in international applicants. Agrawal noted that next year is the 100th anniversary of the Canadian Institute of Planning and there is a plan to produce a celebratory Plan Canada document.

11 Interest Group Reports

A) GPEIG [\[Box\]](#)

A. Das/E. Ganapati

Das noted ongoing efforts to promote international education and research. GPEIG has tried to get more student involvement, such as in award committees. GPEIG has updated its website, including with a blog section. The international student survey results will be shared on the GPEIG website. GPEIG will be starting a new communications committee to assist in various communication efforts including via social media.

B) POCIG [\[Box\]](#)

A. Greenlee/S. Simpson

Simpson noted that this is the 10-year anniversary of POCIG. POCIG is collecting reflections and histories of POCIG, including who was involved and how things evolved. POCIG will focus its annual meeting discussion on reflecting on the next 10 years. The National Center for Faculty Development and Diversity (NCFDD) Scholars program engagement is ongoing and has been successful. Prior participants have continued to be engaged in the NCFDD program through broader national networks and there is a plan to do more tracking of long term impacts. The report in Box provides details on the Climate Study. More in-depth interviews with students are planned in the near future. The POCIG Resume Book was created this year and is available online. Simpson noted that there is demand for the resume book. New officers will be announced at the conference. Wu noted that the Executive Committee is very supportive of POCIG continuing to produce the resume book. She also noted that the Executive committee will be meeting with all of the interest group chairs during the conference.

=12 Special Committees

A) Committee on Diversity [\[Box/Action\]](#)

J. Lowe/C. Giusti

Lowe shared highlights from the report in Box. The Pre-Doctoral Workshop for Students of Color is continuing with a workshop at the University at Buffalo in concert with the ACSP conference.

There will be 27 workshop attendees and a PhD Fair with 13 PhD programs represented. The 2nd edition of the Syllabus Book is now available. The Junior Faculty of Color Workshop will be held at Harvard University in June 2019. All previous workshop attendees who have since gone up for tenure have received it. The report on Race, Ethnicity, and Foreign Origin Data is out for review. He noted the PAB Student and Faculty Composition in Accredited Programs report that came out recently as well. He acknowledged a plan to possibly discontinue the Diversity Committee data report in favor of collaborating with PAB and ACSP, including around institutional data. The Committee is working to identify programs of excellence. He noted a planned request for Spring 2019 for support for tracking outcomes from the Pre-Doctoral Workshop. The committee is looking at how we conceptualize diversity within ACSP, following on the previous “Umemoto” report which focused on race ethnicity of underrepresented groups. He noted possible efforts to move forward on this issue. Kamel noted a plan to create a definition of what diversity means within the context of ACSP and efforts thus far to look at other organizations’ efforts around this issue. He noted the opportunity for dialogue around creating a definition and to examine institutional and structural causes of racism and underrepresentation. He noted the importance of linking conversations about diversity and justice with internationalization of our student bodies and faculty. Lowe noted that he is receiving an increasing number of calls from planning schools about issues and strategies to address diversity and equity.

MOTION – Margerum moved, and Grengs seconded, approval of discontinuing CoD data collection efforts in favor of moving toward a broader ACSP role. The motion was approved.

13 Task Forces

A) Lincoln /ACSP Curriculum Innovation Award Task Force [\[verbal\]](#) C. Slotterback

Slotterback summarized the task force report in Box. She noted that the Lincoln Institute will once again partner with ACSP on awards for curriculum innovation and educational case development. Lincoln Institute is committed as an association sponsor as well. Conference sessions highlighting winners of last year’s competition and providing information about this year’s competition.

B) Global Planning Education Task Force [\[Box\]](#) G. Shatkin

Shatkin noted the broad focus of the task force on global planning education issues and its efforts thus far. He noted that a report is under development for submission to ACSP by the end of 2018. He referenced two sessions at the conference that will focus on the report. The task force did interviews with faculty, surveys of planning administrators, and students, as well as a focus group at last year’s conference. The task force also reviewed data on international student enrollment and faculty. He highlighted preliminary findings including that global approaches to planning are increasingly important, the need for a pedagogical agenda that aims to understand historical and contemporary interactions among places, the need for resources in planning schools to work on these issues, and the sense that international students could be more engaged in the classroom. He noted draft goals around building capacity, sharing resources, and enhancing relationships with other organizations (e.g. GPEIG). The discussion included a concern, based on GPEIG member concerns, about the lack of engagement between GPEIG and the Task Force on developing the report. Wu described evolving discussions about the role of interest groups related to committees and task forces.

Since Stiftel was unavailable, Wu noted that Planetizen has started on online data collection effort on a two-year cycle. Planetizen has again requested that ACSP provide advisory support on its data collection and ranking effort and the ACSP Executive Committee has designated the Data Task Force to perform this function in addition to their role in helping guide ACSP's institutional research.

D) Task Force on Enrollment [\[verbal\]](#)

C. Andrews

Andrews described the purpose and membership of this new Task force and a conference session intended to gather information. The task force will focus on the overall enrollment decline and changes in composition of our student body, as well as placement of our students. The task force will also focus on efforts by some programs to designate their degrees as STEM degrees.

14 JPER Report [\[Box\]](#)

C. Andrews/F. Popper

Andrews summarized the report in Box, highlighting the growth in submissions from Canada. He noted that Canadian reviewers are sought for review of these manuscripts. He noted that the number of submissions continues to climb, as well as the impact factor. JPER has started providing translated abstracts this year and there is a need now to see if anyone is reading them. Andrews noted that Popper is retiring this year and will have a reduced role as co-editor. He mentioned that there is a strong prospect who is well-positioned to step in as co-editor next year. Wu noted that the increase in the impact factor offered important leverage in the renegotiation with Sage.

15 Strategic Issues (II)

W. Wu, Moderator

A) Diversity Dialogue [\[Box\]](#)

W. Wu/J. Lowe

Wu offered an overview of the discussions thus far, including related to the definition of diversity discussed at the spring 2018 Governing Board meeting. She noted an interest in continuing discussions, including with the broader membership. She also shared a summary of previous concerns that arose around definitions of diversity that have been used for resume books and workshops. She suggested the need for further discussion on issues such as the tension between domestic and international diversity, the role of interest groups in offering input on these issues, and the possibility of a broader engagement effort to gather feedback from the full membership. A small group discussion was conducted on two questions: 1) What are the goals that we hope to achieve in the next 5 years?, and 2) How do we get there (e.g. teaching, research, awards, training)?

Two of three discussion groups provided notes from their conversations. They are listed below.

- 1) What are the goals that we hope to achieve in the next 5 years?
 - Important themes:
 - pipelines (high school students to degree programs, degree programs to faculty)
 - curricular innovations

- alternative profiles of faculty and standards for recruitment, retention, promotion, including metrics and definition of planning impact

2) What can ACSP do?

- Best practices that are adaptable and transferable.
- Conference tracks — cross-cutting themes.
- Use syllabi books as exemplar (CoD's, and perhaps Global Task Force).
- Capstone — opportunity for sustained relationships with nonprofits.
- We can define and develop metrics for “impact” and talk to Provosts and Presidents about the impacts of planning research, teaching, and practice — can use the administrators conference for talking with friendly provosts and presidents who can provide insights into strategies for talking with deans, provosts, and presidents/chancellors.
- Ensure that more course syllabi include diversity as a theme/module.
- ACSP should message/brand planning much more than currently is the case. ACSP should undertake this effort in partnership with APA, PAB, and other professional and scholarly planning organizations.
- ACSP should identify colleges/universities with undergraduate programs in planning or related fields where the students might be likely to pursue a graduate degree in planning. Those programs should be directed by ACSP to a website about planning or receive videos and Instagram about planning.
- ACSP should work to improve (and brand) the nature of planning as an intellectual endeavor (emphasize our normative framework).
- ACSP should offer cultural competency workshops. Such workshops could happen at/in association with the ACSP conference. Note: most of our time was spent in discussion about this item and how it might be implemented. It was mentioned the Canadian Institute of Planning is doing something along these lines regarding First Nations.
- Sustain and enhance efforts that focus on faculty diversity/representation.

Wu noted relatively immediate possible actions following the conference, including: 1) the Conference Committee might consider greater cultivation of sessions and presentations at the conference focused on curriculum, including diversity in the curriculum; 2) increase understanding of what departments are doing related to diversity. The Chairs survey will be used to gather information about diversity efforts.

ACTION – Boarnet will share ideas on enhanced diversity conference content with the Conference Committee.

ACTION – Wu will work with the Committee on Diversity to identify potential diversity-related questions for use in the chairs survey.

B) Bylaws Changes [\[Box\]](#)

L. Takahashi

Following on the earlier discussion, Takahashi summarized recommendations from the Institutional Governance Committee and feedback received thus far. In addition, she referenced recommended updates that tidy up language to reflect current practice.

MOUs

Boarnet noted that we do not have a clear process for approving MOUs. He proposed that decision authority rest with the Executive Committee, with a requirement that the Governing Board be notified. He further proposed that MOUs be pursued that have minimal or no resource requirements. The discussion highlighted the need to engage the Governing Board in periodically revisiting MOU content to ensure that they address current issues, as well as specifying a time period or expiration date for each MOU. There was consensus that the Executive Committee should have decision making authority.

AESOP MOU

Boarnet noted that prior discussions with AESOP leadership at the student and faculty level have led to a draft MOU with AESOP. The discussion highlighted potential edits to the draft include adding further content related to student and early career researcher engagement. Further items include the possibility of allowing an association to association conference discount, as well as a provision for a free student registration.

ACTION – Boarnet will finalize the AESOP MOU and forward to AESOP for its approval.

APA MOU

Wu summarized the MOU, which was initiated as a way to institutionalize the enhanced collaboration between APA and ACSP that has occurred over the last several years. The discussion highlighted potential edits including adding content related to collaboration in tracking alumni job placement, building knowledge of and respect for planning (in a manner that expands the conception of planning beyond APA’s current vision), modifying the priority areas from questions to statements, and considering an alternative to the “pipeline” term.

ACTION – Wu will coordinate with APA to revise the current draft MOU and then recirculate to the Governing Board.

April Governing Board Meeting, Thursday, March 14, 2019

The date of the next Governing Board, to be held at the ACSP Administrators Conference in Minneapolis, was announced.

17 Recognition of Outgoing Governing Board Members

W. Wu

Wu acknowledged individuals for their service to the Governing Board including Lois Takahashi, Mary Wolfe, Richard Margerum, Kristin Larsen, Alfonso Morales, and Mike Lens.

18 Adjourn [\[Action\]](#)

W. Wu

MOTION – Takahashi moved, and Margerum seconded, that the meeting be adjourned. The motion was approved.

The meeting adjourned at 4:58 pm.