ACSP Executive Committee Meeting
Wednesday, November 4, 1998
Pasadena, California

Members present: Sandi Rosenbloom, President, Bruce Stiftel, Vice President, Susan Bradbury, Secretary-Treasurer, Genie Birch, Past President, Rolf Engler, Bursar, Marcia Marker Feld and Norm Glickman, Northeastern Region Representatives, Cheryl Contant and Sanda Kaufman, North Central Region Representatives, Chuck Connerly and Dennis Gale, Southeastern Region Representatives, Tom Clark and Elise Bright, South Central Regional Representatives, Gen Giuliano and Michael Hibbard, Western Region Representatives, Sarah Coffin and Jennifer Dill, Student Representatives, Tom Harper, Canadian Liaison, Mickey Lauria and Robert Washington, JPER Editors, David Amborski, Chair, Standing Committee on Conferences, Gary Hack, Lew Hopkins, Cheryl Content and Beatrice Clupper, PAB, Barbara Becker, FWIG President and Chair of the Joint ACSP/AICP/APA Committee on the Future of Planning Education and Practice, Nancy Frank, Editor of UPDATE, Patricia Pollak, Chair, Institutional Governance Committee, Wim Wiewel, Chair, Academy and the Profession Committee, Jay Chatterjee, Dowell Myers, Charlie Hoch and Pat Gleason.

Meeting was called to order at 8:18 am.

The minutes of the last ACSP Executive Committee Meeting, which was held in Boston on April 4, 1998 were summarized and reviewed.

Motion: to accept the minutes as written was made by Dennis Gale and seconded by Sara Coffin. The minutes were approved without dissent.

Bursar’s Report - Rolf Engler
For 1997-98 actual total revenues and actual total expenditures were slightly higher than proposed. As a result, ACSP had an operating surplus of $11,872 in 1997-98. Thus with this operating surplus and the carry-over balance from the year prior ACSP has a balance at the end of fiscal year 1997-98 of $139,797. For budget year 1998-99 it is proposed that total revenues will be $173,600 and total expenditures will be $202,636 giving ACSP an operating deficit of $29,036. However, it should be noted that this is just a proposed budget. Regardless, if ACSP runs a deficit this year will still have a balance at the end of fiscal year 1998-99 of $110,761. Keeping in mind that we must keep a reserve fund of $62,000 this would leave the organization with a balance of $48,761.

Motion: to accept the Bursar’s report was made by Tom Clark and seconded by Sanda Kaufman. The motion passed without dissent.

Rolf then presented a financial activity report. This report summarized the income, expenditures and balances since March 31, 1997 until October 20, 1998. This report shows a bank balance of $160,578.16 as of October 20, 1998.
President's Report - Sandi Rosenbloom
ACSP held an election this year for the position of President-elect. Bruce Stiftel was elected as the next President of ACSP. According to the ACSP Constitution Bruce must step-down as Vice President in order to assume the position of President-elect. The Executive Committee can appoint a person to replace Bruce in the position of Vice President. The Executive Committee did a similar task last fall when it appointed two regional representatives for a six month term. President Rosenbloom brought forward Wim Viewel as acting Vice President for a one-year period until elections can be held in the spring.

Motion: to accept Wim Viewel as Vice President as a replacement to Bruce Stiftel was made by Chuck Connerly and seconded by Dennis Gale. The motion passed without dissent.

Two President's roundtables will be held at the Pasadena conference. The purpose of the roundtables is to give members an opportunity to debate the issues and thus provide a forum to examine ACSP activities and policies. This will permit not only the identification of hot topics but discussion as well for audience participation will be encouraged. Two roundtables will be held at the conference; Thursday evenings’ will focus on Reassessing Service and Friday's will be on Free Speech and the Internet.

A new student award will be given at this conference - the Marsha Ritzdorf award which will be given based on the best student paper which exemplifies Marsha's life long commitment to issues of race and gender and building better communities for women. It is intended and hoped that this will become an annual expenditure and will become an annual budget item.

Vice President's Report - Bruce Stiftel
A call for proposals for publishing the 11th Edition of the ACSP Graduate Guide and Institutional Data Collection went out this summer. One proposal has been received from Barbara Becker at the University of Arizona. The Guide is expected to be published in the fall of 1999. This will be a consolidated Guide listing Bachelors, Masters and Ph.D. programs. In addition institutional data will be collected on programs and schools based on the recommendations made by the Institutional Data Committee last April.

Sanda Kaufman mentioned that ASPA, APAM and Urban Affairs Association have proposed a combined enrollment and faculty survey. It was wondered if we could coordinate with them, however, ACSP is much further ahead and it would be a shame to delay our efforts any later. It was suggested that whoever is hired should, however, take a look at their survey to see if it does coordinate with ours.

It was asked if the Guide would be placed on the web. The placement of the Guide on the web was made by both the Ph.D. Committee and the Communications Committee. However, that maybe a difficult point with APA because they have argued that the placement of the 9th edition of the Guide undercut sales of the 10th edition. (However, APA has also acknowledged that the 10th edition was one of their better sellers).

The proposal entails the collection of institutional data every other year and it will be done based on the survey instrument and the recommendations of the Institutional Data Committee.
Motion: to accept the proposal from the University of Arizona to publish the 11th Edition of the Graduate Guide; to provide a progress report complete with budget proposal in the spring (at the next ACSP Executive Committee meeting) and consider the NAPSA survey and act on it as appropriate but in no way allow the APSA survey to delay this project. The motion was made by Bruce Stiftel and seconded by Mike Hibbard. The motion passed without dissent.

Recruitment Brochure
Eric Kelly provided the Executive Committee with a draft copy of the recruitment brochure last April. Some suggestions and recommendations were made especially regarding the composition of the planners mentioned. There was a need to move quickly on this matter, so as a result the groupings of individuals listed did not change but all of the other recommendations were incorporated. The brochure is now at the printers.

ACSP Websites
Our official home page for ACSP is now housed and the University of Wisconsin-Milwaukee. The Technology Committee recommended guidelines for ACSP websites be adopted. As a result of the Committee's suggestions the website at the University of Wisconsin-Milwaukee has been expanded to handle some limited school information and it has been better integrated with other sites. The site at Georgia Tech which had contained the information from the 9th edition of the Graduate Guide has been updated with the information from the 10th edition. As a result, it has been agreed that the information at the Georgia Tech site will eventually be moved to the University of Wisconsin site. The Technology Committee is moving ahead with creating a prototype website and once developed a proposal will be brought forward to the Executive Committee for consideration.

2001 World Congress
In April the ACSP decided that it would hold a domestic conference in 2001 in addition to the World Congress. We will participate in the Congress and participate on the steering committee for the Congress and we endorsed the Shanghai site. We did, however, state that we would not financial support the Congress. All four planning organizations are supportive of the Congress and the site. It is necessary to formalize the members of the steering committee and it would be advisable to have a representative from each participating organization on the steering committee. Mike Hibbard will be our representative on the steering committee. The Steering Committee needs to be given their charge, complete with timeline deadlines and that they must be aware of our limitations (especially that Mike's expenses must be paid out of the Congress's budget). Some form of a written agreement is advisable, perhaps taking the form of a Memorandum of Understanding among the four planning organizations.

Selection of Conference Sites for 2001 & 2002
Conference Committee has examined the proposals received to host our annual conference in 2001 & 2002. The Committee received three proposals from member schools and have recommended that Cleveland be the site for the conference in 2001 and that Baltimore be the site for the conference in 2002. The Cleveland conference dates would be November 8-11, 2001 and theme is Central Cities, Suburbs and Regions: Sprawl, Growth Management and
Regional Planning. The Baltimore proposal is for October 30 to November 3, 2002 and the theme is Rethinking the Post Industrial City. It is a policy of the ACSP to avoid holding the conference on Jewish holidays and to avoid Halloween. It is recommended that Baltimore try to change the dates so that we avoid meeting over Halloween.

Motion: to accept the recommendation of the Conference Committee that Cleveland be the site of the 2001 conference and that Baltimore be the site of the 2002 conference. It was recommended that Baltimore try to change the dates so that we avoid meeting over Halloween. The motion was made by Bruce Stiftel and seconded by Dennis Gale. The motion was passed without dissent.

Joint Activities with AESOP
Conversations were held with the AESOP Executive Committee. Discussion focused on three items of cooperation: (1) the Shanghai World Congress, (2) the potential for a bilateral meeting between ACSP and AESOP in the future and (3) Ph.D. student cooperation and exchange. AESOP is supporting the Shanghai World Congress, they will encourage their members to attend, they will have a representative on the steering committee but they have not decided if they will have a separate European conference.

AESOP is interested in continuing to hold bilateral conferences with ACSP. AESOP has already named a contact person and they suggested that we do the same. The conference could be held either 2003 or 2004 at a location in Europe. ACSP needs to go on record of supporting a joint conference with AESOP in 2003 and Robin Boyle from Wayne State University has been suggested as our conference representative.

Another issue raised in conversation with AESOP concerns encouraging greater exchange among Ph.D. students. AESOP has invited and encourages North American Ph.D. students to attend their summer school which traditionally is held for 3-4 days before their annual summer meeting. The summer school allows students an opportunity to present papers and to hold discussions on planning education and scholarship.

Bruce also made the suggestion that perhaps ACSP should consider establishing something similar to AESOP's summer school for Ph.D. students. Although AESOP's summer model does not translate directly perhaps something similar could be designed. Also AESOP would like to create some kind of mechanism to encourage longer exchanges of Ph.D. students (up to one year in length) between Ph.D. students in Europe and North America. Both these ideas were sent to the Ph.D. Committee for their consideration and a recommendation will be forthcoming in the spring.

Motion: that the ACSP joins AESOP in holding a joint conference in 2003. This will be our only conference in 2003 and will be held in Europe during the summer. Robin Boyle will be ACSP's conference representative. The motion was made by Bruce Stiftel and seconded by Jennifer Dill. The motion passed without dissent.
Standing Committee on Conferences - David Amborski

The 1998 ACSP conference is anticipated to be very successful. Currently registration is running at 500 participants and an additional 144 students are participating as well. Issues and concerns relating to future ACSP conferences which need to be considered include size of the conference, size of the venue, budget and financial planning, and limiting the number of presentations an individual can make at the conference. A policy has been put in place that limits individuals to one presentation at the conference. Basically the conferences are getting too big and we need to consider how to best handle the situation.

Currently ACSP has 13 tracks as part of the conference structure. The Track Chairs are appointed for a three-year period and thus 1/3 of the chairs are rotated off each year.

The hotel contract for the 2000 conference to be held in Atlanta at the Omni Hotel has been signed. Negotiations are still taking place for reception sites. A publication of a book of abstracts is being considered in conjunction with that conference.

Journal of Planning Education & Research - Mickey Lauria and Bob Washington

New Editors will soon be needed for JPER as Mickey and Bob's term comes to an end in the year 2001. As a result, a committee needs to be formed now to search and recommend new editors. The committee will bring a recommendation forward to the Executive Committee next fall.

Motion: to form a search committee for new JPER Editors. Members of the committee will include Chuck Connerly, Mickey Lauria, Wim Wiewel, Ann Forsyth, and Gary Johnson. The motion was made by Bruce Stiftel and seconded by Dennis Gale. The motion passed without dissent.

UPDATE - Nancy Frank

Some minor changes have been made to the format of UPDATE. The ACSP webpage is continuing to evolve and improve. The ACSP official website will be at the University of Wisconsin - Milwaukee. The website will be going through an address change in the new year but links will remain between the new and old site. Publication dates will also be altered slightly as well. The spring issue will be published in May/June instead of April/May.

Planning Accreditation Board - Lew Hopkins

A status report was made first which mentioned that the Chinese are imitating the PAB/AICP accreditation process rather than implementing the European model.

Lew then introduced changes that have been proposed to the Accreditation Document. The Accreditation Document is a formally adopted document. Changes can only be made to the document when proposed by the PAB. Proposed changes then go through a public review process, (which in this case has taken place over the past six months) then the proposed changes go to the AICP Board, (who approved them in September). Then the proposed changes go back to the PAB for review and then finally proposed changes go before the APA
Board (which could in this case occur this April) before they are published and implemented as policy next year.

Lew noted that some minor wording changes have been made to the proposed changes as a result of comments that were submitted. The changes were made to improve the clarity of the intent of the guidelines, and as a result, no substantive changes were made.

The proposed changes concern four areas, which include:
1. length of program;
2. diversity;
3. educational outcomes; and
4. site visit team composition.

Motion: the ACSP Executive Committee accepts and approves of all the proposed changes to the Accreditation document (as written). The motion was made by Lew Hopkins and seconded by Elise Bright. The motion passed without dissent.

Site Visitor Pool Qualifications
Mike Brooks and his committee brought forward recommendations to the ACSP Executive Committee concerning criteria for reviewing educator applications to the PAB site visitor pool last year. Although these recommendations were acted on by the Executive Committee, they were not forwarded to either Beatrice Clupper or Lew Hopkins. Upon reading these proposed changes both Beatrice and Lew noted some objections. These are noted below.

The wording needs to be consistent with the Accreditation Document. According to the Accreditation Document the ACSP, through its Site Visitor Selection Committee makes recommendations to the PAB and it is the PAB who selects members to the Site Visitor Pool. Therefore the language of the ACSP criteria will be changed so that it is consistent with the accreditation document.

When examining the list of credentials for applicants the criteria mentions scholarship but fails to mention teaching, community service or outreach (see paragraph 4). Instead of adding language to paragraph 4 so that teaching, outreach and community service would be included, it was suggested to remove the wording "of research and publication" from paragraph 4.

Motion: the ACSP Executive Board approves the removal of the wording "of research and publication" from paragraph 4 of the criteria for reviewing educator applicants to the PAB site visitor pool. The motion was made by Cheryl Content and seconded by Dennis Gale. The motion passed with one opposing vote.

Paragraph 3 of the criteria limits applicants to being full-time faculty members with a program currently holding PAB accreditation. Although it was acknowledged that retired and/or adjunct faculty could play a useful role on an accreditation team, it was noted that this criteria would only be in effect when individuals were applying to be selected to the pool. In other words, once selected, retired or adjunct faculty could remain in the pool. Therefore, this criteria was not seen as a limiting factor. However, one minor change was proposed to paragraph 3. It was suggested that the word tenured be added.
Motion: the ACSP Executive Committee approves the addition of the word tenured to paragraph 3 of the criteria for reviewing educator applicants to the PAB site visitor pool. The motion was made by Sandra Kaufman and seconded by Norm Glickman. The motion passed without dissent.

It was announced that Gary Hack will be cycling off as a PAB member and that Fritz Steiner from Arizona State University will be replacing Gary.

Linkages between ACSP, APA and AICP
President Rosenbloom recently appointed two committees, the Ad Hoc Committee on Plagiarism and a Joint APA/ACSP Committee on Free Speech and the Internet. Both of these committees were formed because of recent developments concerning the issue of plagiarism and the use of an internet list-serve. Reports from both the committees have been submitted and can be found within the notebooks. In conjunction with initiating a new policy both committee reports will be presented and discussed at a series of roundtables at the conference. This will provide the membership to discuss and debate the issue(s) rather than just submitting reports to the Executive Committee. The roundtables can be considered as a 'hearing' on these issues, providing an opportunity for membership input and will then go back to the committee for further consideration before coming back to the Executive Committee for final review.

Joint AICP/ACSP Committee on the Future of Planning Education and Practice - Barbara Becker
The purpose of this committee is to assist in building bridges between the three organizations. One of the activities this committee did was to organize and select the papers for the session - the Best of ACSP to be held at the national APA conference. The purpose of this session is to demonstrate that the research of planning academics is of interest and relevance to practicing planners. However, it has come to our attention that AICP at their September meeting decided to do away with the session, the Best of ACSP, since the session does not seem to draw enough attendance. ACSP was not informed of this decision, and as a result, in our current conference program we announce nominations for the Best of ACSP.

There are two issues of concern. One issue concerns what should we do about the Best of ACSP for this year? The second issue concerns what kind of relationship do we want to have with APA and AICP? After much discussion it was decided to try to persuade APA and AICP to continue with the Best of ACSP session for this year. Discussions should be held with the organizations to see if the session could be modified in some way to make it more attractive. In addition, it was decided to continue to have an organizational link between the organizations. It is important to the profession for ACSP, APA and AICP to work together and cooperate whenever possible. It was decided that this committee should attempt to keep the dialogue open between the three organizations.

APA and AICP have brought forward another item for discussion with ACSP. This concerns the possible development and support for a doctorate in planning. This degree would be more practice oriented than a Ph.D. typically offered by universities. There was some discussion that illuminated a diversity of views. Some people regarded it favorably while others did not.
It was suggested that discussions with APA and AICP continue on this issue and that it be handled by the Committee.

ACSP Task Force on Service Recognition - Chuck Connerly
The purpose of this task force was to examine the awards that ACSP presently has, consider if they are appropriate and suggest the addition of any new awards. The result of this work has been the establishment of a new award, the Jay Chatterjee Award for Distinguished Service to ACSP, which will be given out at the conference for the first time. The first recipient of this award will be Michael Tietz, Professor Emeritus at University of California, Berkeley. It is intended that this award will be presented every year and that this committee will do the selection for this award next year as well. All nominations from this year will remain in the pool for next year and will be added to any received next year. However, since this is a task force rather than a committee (a task force implies something temporary) it is expected that the task force will become a permanent committee in the future so that the award will be given on an annual basis.

A second issue that the task force considered was award design. The ACSP currently gives several awards on a regular basis: the Jay Chatterjee Award, the McCoy Award, the Jones Award, the Ritzdorf Award, the Rapkin Award, the JPER Award, the Distinguished Scholar Award and the Schon Award. One of the issues decided by the committee was the need for a standardized design for all the ACSP awards. Up until now the form of the award given varied considerably from year to year. It was decided that the format of the awards need to be consistent, however, the actual design of the award has not yet been determined, although the committee will decide on a final design format.

Third, the task force has determined a list of on-going service awards to be given on a regular schedule as people cycle off the Executive Committee or from selected duties.

Motion: to accept the ACSP Task Force Report on Service Recognition as presented.
   The motion was made by Norm Glickman and was seconded by Dennis Gale.
   The motion passed without dissent.

Global Perspectives in Planning Education Interest Group - Ruth Yabes
The Global Perspectives in Planning Education group is petitioning the ASCP Board for status as an interest group. A petition with 27 names has been submitted to the Board.

Motion: that there be established a Global Perspectives in Planning Education Interest Group. The motion was moved by Mike Hibbard and seconded by Bruce Stiftel. The motion passed without dissent.

The Global Perspectives in Planning Education joins FWIG as the second ACSP interest group. The purpose of the group is to focus on pedagogy, research and practice with respect to global and international issues. A mission statement will be developed and the group's name will be finalized shortly. The group organized four roundtables for the 1998 ACSP Conference and solicited contributions for a special issue of JPER on the theme of
"Globalization and Planning". Work in process includes putting together a list-serve for members.

**Student Representatives Report - Sarah Coffin and Jennifer Dill**

In April the results of a survey of planning students was presented. Based on the comments received from the survey, and the issues identified a new refined survey has been developed and will be sent out on email to Masters students. Jennifer and Sarah asked for feedback on the survey instrument. They wish to ensure that the questions and answers they receive will help the ACSP as an organization. The survey focuses around such issues as recruitment, how students choose planning as a career and how students choose among planning programs.

In addition two student sessions have been organized for the conference and a student reception held at the conference on Friday evening.

Sarah and Jennifer discussed the idea of establishing some kind of ACSP student organization that could be modeled on the European network model which apparently is similar to APA's Student Representative Council. The idea would be to get a student representative from each school and thus form a network of students. One other effort they are working on is to establish a student list-serve. Sarah has found a volunteer at Georgia Tech who is willing to help with this.

**FWIG - Faculty Women's Interest Group - Barbara Becker**

FWIG has established a new award this year. In addition to the Margarita McCoy Award which is given in odd numbered years, a new award -- the Intellectual Leadership Award -- (which will be given in even numbered years) has been established and will be awarded for the first time at the conference. The award is given in recognition of intellectual leadership which has helped the planning profession do better in terms of women. The award will be given in recognition of Marsha Ritzdorf this year. Next year the McCoy award will be given which recognizes the contribution of individuals to improving the status of women in the academy. A call for nominations will be forth coming.

In addition, FWIG published in May of this year another edition of "A Planning Department's Guide to Women Seeking Teaching Positions". This edition just included women. In the next year another edition of "How (Not) to Get Ahead in Academia" will be published. The FWIG Business meeting will be held during a luncheon and a FWIG reception will be held Thursday evening.

**13th Annual AESOP Congress - Arild Holt-Jensen**

Arild invited everyone to the 13th annual Association of European Schools of Planning Congress which will be held in Bergen, Norway July 7-11, 1999. The theme for this year's conference is "Community Based Planning and Development". A Ph.D. workshop will be held before the conference. American students are welcome to attend.
ACSP Standing Committees

Academy and the Profession - Wim Viewel
The two main activities of the committee concern assisting threatened schools and coordinating the administrator's workshop. This year's administrator's workshop will be held May 14-15 in Chicago at the Chicago Athletics Association. The first administrator's conference was held two years ago at Georgia Tech. The committee is working to put together an excellent series of speakers and to keep costs down.

The only action of the committee this year concerning threatened schools involved Sandi and Wim writing a letter to the President of the University of Pittsburgh concerning their program. As it stands now the planning degree at the University of Pittsburgh does still exist, however, they are not allowed to admit any new students to the program.

Strategic Planning and Marketing Committee - Nancy Green Leigh, Chair
The mission of the Committee is to sharpen the image of who planners are and to actively promote the recognition within the University community of the value and contributions of academic programs in planning. The first objective of the committee is to identify and document some good examples of best practices. This will be done by conducting a survey of Department Chairs. The results of the survey will be used to develop a model marketing plan that will address the need to market planning programs within and outside the University.

Diversity - Daphne Spain, Chair
This Committee is conducting a survey to establish baseline data on the number of minority and women faculty in planning programs. The Committee is also looking for materials that could be used by programs to try and increase the diversity of students (women and minorities).

Junior Faculty Mentoring - Randy Crane, Chair
This is a new committee appointed by President Rosenbloom. Their first meeting will be at the conference. They will examine what ACSP can do to better mentor all junior faculty.

Institutional Governance - Patty Pollak, Chair
The Committee is in the process of establishing whether or not the ACSP does indeed have by-laws or not. If not, then the Committee will work toward drafting a set of bylaws based on the policy documentation they have. This will involve them examining similar organizations (such as APAN and Urban Affairs Association) to evaluate how they operate and deciding which methods would be the most appropriate for ACSP. This will include examining authority within the organization as well as staffing needs.

Ph.D. Committee - David Conn, Chair
Objectives that this committee has set for themselves this year include: establishing an electronic networking system, identifying and distributing financial information available to Ph.D. students, developing links with FWIG and the Diversity Committee, and encouraging the submission of articles by Ph.D. students, and working with journal editors to showcase the work of Ph.D. students. Note that David Conn has moved to California Polytechnic State University, San Luis Obispo.
Re-assessing Scholarship - Norm Krumholz, Chair
This committee was formed based on the creation of the "Checkoway Report". Norm has agreed to chair this committee, however, he is currently on sabbatical in Rome and thus work will begin when he returns.

Technology - Bill Page, Chair
This committee gave a report last spring that suggested that ACSP develop a website where individual schools could update and correct their own data and information. We are still working on developing a prototype format and website that would involve institutional data collection.

Canadian Liaison - Tom Harper
Tom mentioned that many of the Canadian Universities have been undergoing fairly severe budget cuts over the last year or two. While both undergraduate and graduate programs exist, undergraduate programs are experiencing a decline. Tom also mentioned that relations between the Canadian Institute of Planners and the Association of Canadian Urban Planning Programs are strained.

Nominations - Bill Siembieda
The Committee will be organizing a slate of candidates for spring 1999 elections. The elections will be held for the following offices: Vice-President, Secretary-Treasurer, and three regional Representatives (Northeast, North Central and Southeastern). A nominations committee has been formed which consists of Ruth Yabes, Genie Birch and Charlie Hoch. A call for nominations has been or is in the process of being distributed.

Motion: to adjourn the meeting was made at 4:55pm.

Respectfully submitted,

Susan L. Bradbury, Ph.D.
ACSP Secretary/Treasurer