ANNUAL BUSINESS MEETING MINUTES
Friday, October 26, 7:00am – 8:15am ~ Buffalo-Niagara Convention Center, Rm 106A

Executive Committee Members in Attendance: Weiping Wu (President), Marlon Boarnet (Vice-President/President-Elect), Carissa Slotterback (Secretary), Joe Grengs (Treasurer)

Full Member Schools in Attendance: Alabama A&M University; California State Polytechnic University, Pomona; Clemson University; Cleveland State University; Columbia University; Cornell University; Eastern Washington University; Florida Atlantic University; Florida State University; Harvard University; Hunter College, CUNY; Iowa State University; Jackson State University; Kansas State University; Michigan State University; Morgan State University; Portland State University; San Diego State University; San Jose State University; Temple University; Tufts University; University at Buffalo, SUNY; The University of Arizona; University of Cincinnati; University of Florida; University of Illinois at Chicago; University of Illinois at Urbana-Champaign; University of Iowa; University of Kansas; University of Maryland, College Park; University of Massachusetts Amherst; University of Memphis; University of Michigan; University of Minnesota; University of Missouri-Kansas City; University of Nebraska Lincoln; University of New Orleans; University of North Carolina at Chapel Hill; University of Oklahoma; University of Pennsylvania; University of Southern California; The University of Texas at Austin; University of Washington Tacoma; University of Wisconsin Milwaukee; University of Wisconsin-Madison; Virginia Commonwealth University;

Corresponding Members: University of Manitoba; University of Waterloo

Others in Attendance: Donna Dodd (ACSP), Cynthia Bowen (APA), Glenn Larsen (AICP)

I. Call to Order & Introductions

Wu called the meeting to order at 7:05 am.

Wu introduced Cynthia Bowen, President of the APA, and highlighted APA’s sponsorship of the conference. Bowen acknowledged the strong partnership between APA and ACSP. She acknowledged Sandi Rosenbloom’s tenure as JAPA editor and noted that Ann Forsyth has been selected as the next editor, starting in 2019. Bowen noted the availability of Planning Advisory Service reports to all APA members, including student members, as well as the free membership now available to all students. She noted the initial success of the AICP Candidate Program and encouraged further collaboration between planning schools and APA in promoting the program. Bowen also introduced AICP President Glenn Larson.

II. Approval of the Agenda

Wu provided an overview of the agenda and noted an intent to focus on strategic issues for the association.

MOTION – McDonald moved approval of the agenda, Ramasubramanian seconded. The motion was approved.
III. Approval of the Minutes Friday, October 13, 2017  
C. Slotterback

MOTION – Frisch moved approval of the minutes, Brooks seconded. The motion was approved, with one abstention.

IV. Values Statement  
C. Slotterback/M. Boarnet

Boarnet and Slotterback provided an overview of the process used thus far for developing a values statement for ACSP. The process included convening of two task forces – one focused on creating the statement and the other focused on how the statement would be used. He noted that the tasks forces ultimately joined together with an initial focus on creating a values statement via an engagement process with the ACSP membership. Beyond the task force, the engagement process also included online focus groups and a survey of members, the results of which were analyzed using qualitative methods. A draft of the values statement developed by the joint task forces and reviewed by the Executive Committee was provided to the meeting attendees for review. It was noted that a Preamble section provides context and reasoning behind the statement and that the Association Commitment section is proposed as a new Mission for ACSP.

An open discussion of the values statement addressed issues including the role of ACSP in supporting threatened schools, the need to emphasize that ACSP should be an intellectually vibrant community, the need for greater clarity relative to how the statement informs ACSP in making statements, and the use of “interaction” as a passive term (“design” is an alternative). Additional comments were invited to be submitted at or following the conference.

Participation in a conference session on the values statement was encouraged. Feedback from the discussion and from subsequent comments provided by Business Meeting attendees will be used to inform a final draft that will be distributed to the full ACSP membership for comment. Approval of a final values statement and mission is anticipated for late fall 2018.

V. Diversity Dialogue  
W. Wu

Wu acknowledged the Pre-Doctoral Workshop for Students of Color being held concurrently with the conference and noted the University of Buffalo’s role in hosting and fundraising for the workshop. She noted that 27 students are attending. She noted that ACSP invests in a number of initiatives that are focused on addressing diversity issues and shared a summary of ACSP’s recent efforts, including the State of Diversity Report, Junior Faculty of Color Workshop, and the POCIG CV Book. She acknowledged tensions within the association as to how we define diversity, including related to who qualifies for targeted workshops, and noted the complexity of defining diversity in a domestic and global context.

She noted an intent to open up a dialogue within ACSP regrading diversity. This dialogue is occurring through a number of efforts including: discussions at the Spring 2018 and Fall 2018 Governing Board meetings, Committee on Diversity attendance and discussion at interest group meetings to gather insight on how affinity groups define diversity, sharing the Committee on Diversity updated report on faculty and student diversity based on PAB data, and inclusion of diversity-related questions in the annual chairs survey. She noted further efforts at the 2019 Administrators Conference.

The discussion highlighted the following issues:

- Need to focus more on creating an inclusive curriculum and environment
- The complexity of tracking and reporting on student diversity when multiple backgrounds are noted
- Opportunity to learn from other schools about efforts to promote diversity
• Need to include questions on chairs survey related LGBTQ and intersectionality
• Need to talk about exclusion – focus not just on how to bring people on board but also about what we are doing that may be exclusionary
• Language around diversity needs to be broader than race and culture – need to address issues of sovereignty including related to Native American students

Wu concluded the discussion by noting that the diversity dialogue should continue for into the foreseeable future and needs to be open about tensions and the direction in which we want to go.

VI. Finance Report/Dues Increase

J. Grengs

Grengs provided an overview of the ACSP budget, finances, and dues increase. He noted that ACSP is a growing and changing organization and that it is no longer just about a conference. He acknowledged that the budget and financial situation is changing with increasing demands. He noted that ACSP has typically been a $600k organization, but that the expenditure has been slowly increasing. ACSP has spent about $40-50k more than it has taken in each of the past three years. Changes behind the increasing costs include things like providing wifi and app for the conference, additional professional staff to deliver ACSP services, loss of Guide to Schools revenue as the Planetizen Guide has become a more competitive alternative.

Grengs noted that the ACSP leadership started to discuss a dues increase approximately one year ago in response to recent budget shortfalls and awareness that dues had not been increased for 20 years. He described the process for refining the dues increase proposal including via a Governing Board discussion of a dues increase at the spring 2018 meeting, informal outreach to a sample of chairs in summer 2018, and an initial and follow up letter to all members in early fall 2018. Grengs noted that the dues increase was approved by the Governing Board at the Fall 2018 meeting.

The discussion included a question about whether the Guide to Schools will be pursued with support from the new ACSP staff. Wu responded by noting ongoing conversations with Planetizen about efforts to do online data submission and opportunities for ACSP to focus more on institutional research that serves schools rather than on a schools guide focused on recruiting students. She noted the possibility of using the membership renewal process as a means of collecting institutional data that could be integrated into a database that would support chairs.

VII. Announcements

W. Wu

Wu highlighted the announcements listed on the agenda (below).

a. If you’re not attending Friday afternoon workshops, there is a Poster Session & Reception in the Exhibit Hall from 2:00pm – 6:30pm. Yes, food and beverages!

b. Call for Student Governing Board Reps forthcoming – new rep to step in Spring 2019

c. RFP for 2021 Administrators’ Conference forthcoming

d. RFP for summer workshops (PhD and Pre-Doctoral) forthcoming

e. Next Annual Conference will be in Greenville, SC, hosted by Clemson University

f. Next Junior Faculty of Color workshop will be hosted by Harvard University in summer 2019

Wu also referenced ACSP’s Task Force on Enrollment and growing issues related to enrollment in urban planning programs. She indicated that the Task Force will be
gathering information and will work toward collective action to address enrollment issues. Among issues to be addressed is the prospect of a STEM designation for urban planning programs, which could create opportunities for further recruitment of international students and intersections with NSF. Possibilities for collaborating with APA and PAB on enrollment and STEM were also noted.

VIII. Adjourn

MOTION – Boarnet moved to adjourn and Forsyth seconded. The motion was approved.

The meeting adjourned at 8:09 am.