

**Minutes**  
Association Collegiate Schools of Planning  
Semi-Annual Governing Board Meeting  
Thursday, October 23, 2008  
9:00 AM to 4:00 PM

Present were: voting ACSP Governing Board members Ahmed Abukhater, Clint Andrews, Enid Arvidson, Susan Bradbury, Elise Bright, Yang Chen, Cheryl Contant, Nancy Frank, Mike Hibbard, Marie Howland, Mickey Lauria, Barry Nocks, David Sloane, Mildred Warner; Ex-officio ASCP Board members JPER editor Weiping Wu, PAB members Genie Birch, Charlie Hoch, and Tridib Banerjee; ACSP staff Donna Dodd, and Susannah Hamlin; PAB members and Fernando Costa; PAB staff Shonagh Merits and Laura O'Keefe; 2009 Conference host Rob Lang; and Bruce Stiftel, Deborah Howe and Nancy Frank

I. Call to Order

Mike called the meeting to order at 9:08 AM.

II. Accept the Agenda

Clint moved to accept the agenda. The motion was seconded by Susan Bradbury. The motion passed.

III: Accept the Consent Agenda

Publications

*Journal of Planning Education and Research*

Standing Committee Reports

Membership  
Institutional Governance  
PAB Advisory  
Finances and Investment

Special Committee Reports

Faculty mentoring  
Canadian Liaison

Interest Group Reports

Global Planning Educators  
Faculty Woman's Interest Group  
Senior Faculty Interest Group  
Planners of Color Interest Group

Mildred Warner questioned the inclusion of several items on the consent agenda. In response, Mike Hibbard moved JPER, the PhD workshop, and faculty mentoring off the consent agenda. David Sloan moved to accept the revised consent agenda. The motion was seconded by Barry Nocks and it passed unanimously.

#### IV: Officers Report

Secretary's report:

*M. Howland*

Mickey Lauria moved we approve the minutes from the Spring meeting in Las Vegas. The motion was seconded by Cheryl Contant. The motion passed unanimously. Mike Hibbard proposed that in the future we adopt the practice of approving the minutes electronically. This way we can vote and put the minutes on the web more quickly.

Treasurer's report:

*B. Nocks.*

Barry Nocks reported we are in good financial shape. The organization has \$125,000 in reserves which are in CDs. The rest of funds are in safe money market funds. Our revenues are slightly higher than in the budget and expenditures are lower. The reasons are as follows. The organization hasn't spent the website money. In addition, the Sage royalties are higher than expected. The Planning Schools Assessment Project (PSAP) has spent less than budgeted, leaving us with a higher than expected ending balance. Overall the organization is in good financial shape.

Mike Hibbard suggested we vote to accept the treasurer's report. The vote passed and the budget was accepted. Mike Hibbard told the Board that a budget will be placed on the website.

Vice Presidents Report:

*Cheryl Contant*

The *Journal of Planning Education and Research* (JPER) has moved editors, from Berkeley to Virginia Commonwealth. JPER will be launching a new online submission and review system in 2009. Sage has proposed a new contributor's publishing agreement form. The JPER editors and officers are pleased with the improvements. It clarifies what authors can do with their manuscripts.

*Update* – is currently only provided electronically. Is it working as an electronic-only medium? Often, the "News from the schools" is done by e-mail directly from the schools and not via "Update". ACSP will do a little market survey using "Survey Monkey" to determine the extent to which the membership is reading "Update."

Presidents Report:

*Mike Hibbard*

Mike Hibbard acknowledged Mickey Lauria's five year commitment to ACSP.

Mike Hibbard noted that planning education is doing well with several new programs. He explained the National Academy of Environmental Design and reviewed the status of the Planning Schools Assessment Project (ASAP).

Mike Hibbard reported on the request by the "food planners" to become a Food Planning Interest Group. Perhaps there is a better way of organizing themselves than as another than an interest group? Mike Hibbard suggested one option is to become a conference track. The food planning group needs to clarify their aims.

Under Mickey Lauria ACSP started a strategic planning/thinking process.

Mike suggested we rename the Higher Education Leadership Award for Martin Meyerson. The motion will come up in New Business.

Tridib Banerjee's term is up for PAB, Mike announces Barbara Becker's appointment to the PAB.

Mike reported on the status of the PAB dues increase approved at the Las Vegas meeting. Paul Farmer reported to Mike that APA and AICP have voted not to accept the dues increase or the changes in the articles of incorporation. He explained the PAB budget process. On December 1, there will be a meeting of all the organizations to hear from Paul and Shonagh about all of their concerns. After December 1, Mike will report more. There was general concern about APA's actions, Tridib mentions the underlying reasons may go back to six years ago. Everyone agrees to discuss the issue more later today when Shonagh and Fernando are present.

All voted in favor of adopting presidents report, passed. The Presidents report is attached.

## V. Standing Committee Reports.

### Nominating and Elections

*Chris Silver*

The committee, Chris Silver (chair), Fred Hurand, Genie Birch and June Thomas conducted the 2008 election for regional representatives. The new regional reps are: John Landis, Northeast; Susan Roakes, Southeast; Lisa Bates, North central; Michael Neuman, South Central; and David Sloane, West.

Mike Hibbard will push the committee to return to the practice of holding elections in the spring. This is especially important for the 2009 election, which includes election of new officers. The election committee report is attached below.

## Publications

*D. Dodd/C. Contant*

**JPER.** Mildred Warner questioned whether department web based papers preclude publication in Sage journals. Working papers are not precluded from publication in Sage Journals. There was some concern at the last ACSP conference that papers on the CD collection meant prior publication. Cheryl Contant reported that the general agreement is that conference proceedings and web pages are not prior publication. Do we want to consider continuing conference proceedings? David Sloane stated this has never been considered a dissemination of a publication. It is not a refereed journal. Mike Hibbard stated it is decision of the editor and editorial board.

Mickey Lauria explained there is no plan to provide CDs in the future. If a paper is not an archival record that can be found in the library, it is not a prior publication. Weiping clarified that JPER is not going to consider web postings or conference proceedings as prior publications. After publication in JPER, for the first 12 months an author cannot post the paper on our own website but an author can post a link to Sage.

***The Guide to Planning Education*** is coming out in about three weeks. We are looking for a November distribution. Donna Dodd needs to know how many copies the ACSP departments want in addition to the two copies and DVD.

## Conferences

*Cheryl Contant*

Thanks to Curt and Donna Dodd for the joint conference. It was a fabulous conference. There were 1032 abstracts with a 95% acceptance rate, 1124 attendees. Of that, 341 were ACSP faculty, 211 AESOP faculty, 134 other faculty, 22 retired faculty, 22 retired faculty participants, 76 AESOP students. All together there were 1124 participants.

We expected a loss for the conference, but it appears we are making a profit. We share the profits with AESOP. The State of Illinois would not allow tax exemption. In the future, we should know this ahead of time and consider this in choosing a location.

The 2009 conference will be in Crystal City. Robert Lang from Virginia Polytechnic reported that the "Next generation of infrastructure" will be the theme. It's the 50<sup>th</sup> anniversary of ACSP and they plan to use the New Patent Office for the Reception.

The 2010 conference is in Minneapolis.

We need to select sites for  
2011  
2012

Cheryl Contant explained the new process for selecting conference location. ACSP will decide on the region(s) in which it wants to hold the conference. The Association will send out requests for bids from hotel chains. The bids will be reviewed and then member programs located in areas where competitive bids have been received will be approached regarding their interest in serving as local host. This will allow us to lower costs by taking advantage of competition. Our focus for the 2011 conference is in the Western region. Donna Dodd explained we can get a \$40 to \$50 room rate savings from the competition.

## VI. SPECIAL COMMITTEE AND TASK FORCE REPORTS

### Administrators Conference

*Marie Howland*

Leadership Conference: Marie Howland reported on the Leadership Conference. The attendance was approximately 65 at the Leadership Conference and 17 at New Chairs school. The committee raised \$10,000 from the UMD Deans office, the Urban Studies and Planning Program, the National Center for Smart Growth, Morgan State University, and the University of Baltimore.

### Planning Schools Assessment Project (PSAP)

*Charlie Hoch*

Charlie Hoch reported on the PSAP project. The committee will make a data base available of all the administrators' data and a handbook of codes that accompanies this data base. A panel of Charlie Hoch, Bruce Stiftel, and Ann Forsyth will present information on Saturday. One of the remaining issues is how we as an association continue this effort? Action item, do we want to do the third reputational phase. Mickey Lauria moved that we do not proceed with the reputational survey. The motion was seconded by Susan Bradbury. Mickey Lauria explained the reputational survey is the most difficult phase. (1) Our membership is not unified in pursuing this. (2) We set up a task force to work with Planetizen and it's redundant because they do it. If we can get Planetizen to do the reputational survey better, without our imprimatur on it – it's the logical thing to do. The motion was passed unanimously.

### The Academy and the Profession

*Bruce Stiftel*

Bruce Stiftel, Chair of the Committee for The Academy and the Profession reported the next Leadership Conference will be in the spring of 2011. Bruce Stiftel also reported on the Promotions and Tenure Study. His committee hired a GA, Melanie Sloane. Other committee members included Jerold Kayden, Deborah Howe, Forster Ndbusi, and Tim Dagodag. Ninety-three percent of the accredited schools gave us

answers. Seventy percent of the tenure track faculty gets tenure. Of the 30% that didn't, many left before a tenure decision.

National Academy of Environmental Design (NAED). Eventually this institute is intended to be funded thru congressional appropriations. Our likely dues commitment is \$2,000 to \$5,000 year, until it becomes self-sustaining. The ACSP Executive Committee agreed in principal to do this, but an official decision has to be made by the Governing Board. Mickey Lauria moved that we agree to participate. Susan Bradbury seconded it. This organization will recast itself if it is passed/adopted by Congress, i.e. like the national academy of sciences. Mickey Lauria's motion passed unanimously. The NAED is not incorporated yet so we do not know yet when the payment will come due and how much we will pay. There is no budgetary commitment for this year.

Certification Maintenance. The initial fee structure is too cumbersome and not tenable and so many universities have objected. ACSP was only one of a number of providers that objected to the fee structure. We were consulted and APA has moved to a menu approach with four options. Two of them seem most relevant to ACSP. A weekly fee is available that would allow attendees to obtain CM credit for our annual conference. There is also a flat annual fee available, if we decide to offer CM credit for activities beyond the annual conference.

In related matters, CM credit is available for publishing journal articles and for preparing and presenting workshops and the like.

#### Enhanced Web Presence

*Clint Andrews*

Clint Andrews prepared an RFP to get bids to improve our web site. His committee has a list of two companies to send it to. The committee wants to send out RFPs in a week or two and would like additional competitors. They are aiming to have the new site for next summer. The intention is that a private firm will develop the website, but then it could be maintained by staff and volunteers. The RFP includes the requirement that the site be user friendly so that staff and volunteers can maintain it. Cost of developing the new website is in the current budget. Ongoing costs will begin with next year's budget. Mike Hibbard expressed his thanks to Clint Andrews for moving this forward.

#### Student Representation Report

*Y. Chen/A. Abukhater*

Yang Chen summarizes the Student Representatives activity report. Yang mentions this is her last meeting serving and has been so grateful for the opportunity. The search for her replacement will begin soon. Printed reports are available. They are working on writing bylaws for a student organization.

#### Faculty Mentoring

*Mike Hibbard*

Faculty Mentoring – report says the committee has not met yet. Mike suggests he'll have a conversation with Connerly. Contant concurs that mentoring is critically important to the growing leadership of our organization.

## PAB Report

*Fernando Costa and Shonagh Merits*

Fernando Costa expressed his gratitude to Shonagh Merits and gave a positive report from PAB. It has been a period of unprecedented harmony, the profile of the PAB has been elevated, and it is in good financial shape. Increasingly PAB is doing a better job, promoting outcome assessments, diversity, and continuing education.

This year PAB is initiating "Site Visitor of the Year" awards. At the Fall ACSP Conference they will recognize an educator site visitor and at the Spring APA Conference they will recognize a practitioner site visitor. The first practitioner award went to Sumner Sharpe and the first educator award will go to Jerry Kaufman.

PAB has produced a brochure, expanded its organizational capacity -hiring Laura O'Keefe, and put more emphasis on outcomes assessment.

Fernando expressed thanks to Tridib Banerjee for his six years of service to PAB.

Fernando has been asked to serve another term as AICP representative to the PAB.

Fernando reported that the APA Board has refused to approve the proposed revisions in the PAB articles of incorporation and rejected the requested dues increase. He reported that various issues have been raised by Paul Farmer. For example, the current composition of site visit teams is 2 educators and 1 practitioner, with the chair always an educator; Farmer suggested an equal number of educators and practitioners, with practitioner and educator alternating as chair.

A meeting has been tentatively set for December 1, to include the presidents of APA, AICP, and ACSP, the PAB chair, and the executive directors of APA and APB, to understand the issues and begin to resolve them.

Discussion ensued. Some of the points made were as follows. Genie Birch stated ACSP should decide what is important to us before we negotiate with APA. David Sloane suggested the chair of a PAB site team should be an academic to insure respect from our campus administrations. Mickey Lauria is against adding a fourth member to the PAB team's because it's expensive. Most site team members are members of AICP, so that AICP is well represented on the site teams. This was one of the issues brought out by APA. Mike Hibbard stated this is not the vehicle for PAB to raise the issue of AICP representation.

Genie Birch suggested we write a letter of disappointment that our partnership has taken this turn. David Sloane moved and Susan Bradbury seconded a motion to ask the president to communicate with our PAB partners the sense of the discussion here at the Governing Board meeting today. The motion carried unanimously. Mike asked for all to send points and he will draft the letter. The letter should stress that process is working well, ACSP values our partnership and the arrangement should be respected.

Mike Hibbard reported that he doesn't expect the December 1 meeting to lead to final decisions.

Strategic Thinking, 2009-2011

*Cheryl Contant*

Governing Board Member input:

- Increasing the diversity of the student body at masters and doctoral levels (Nocks)
- Permanent full-time managing editor for JPER to improve the quality of the JPER publication. Increase methodological content in PhD education (Wu).
- Think about strengthening the leadership meeting with money to bring in outside people to lead special sessions; some oversight of our PhD programs, maybe with informal visiting teams to provide advice (Howland)
- Continuing the raise the visibility of planning in academia; engaging the profession in some meaningful way and helping them understand what planning means in academia and planning is defined more broadly. (Banerjee)
- More help to the PhD students in the form of buddy system among themselves; majority of students don't attend the roundtable; encourage more senior students by matching them with like interests (looking for a job, just getting a job) need a funding mechanism for this (Chen)
- Faculty renovation – will pools of opportunities available be met with qualified faculty (Warner)
- Real change in ACSP leadership – growth and need to build the next generation of leaders; engage the membership; asking them to take a lead in what ACSP becomes; make a section of the journal more practical in nature? Case studies? Expand journal readership beyond ACSP. (Bradbury)
- Visibility of planning to the academy (Arvidson)
- Branching out JPER to more specialized topics/fields/different interests; different journals covering specific topics. Very long term idea. Creating a journal just for planning students. (Abukhater)
- Attending to our international areas and seeing where our partnerships can be strengthened. What is our niche? (Birch)
- Pipeline and succession issues, structure of the workforce issues; substantive side, profession is evolving but we are not capturing that; are we training our students and faculty for this? Practical implications for the conference. (Andrews)
- Increase awareness of planning degree in the profession; improve communications with our member schools, duties of the regional reps to report to

- schools, solicit comments from the schools, etc. Institutionalize communication.  
Fast tracking masters degrees 4+1 distance education (Bright)
- Institutional attention to undergraduate education in planning; look at preparation outside of the accredited programs for practicing planners to make sure they are prepared well. (Howe)
  - Undergraduate education; globalization stuff; distance education and how it plays a role in curriculums and the rights around it, how it changes workloads (Sloane).

New Business:

*Mike Hibbard*

Mickey Lauria moved that we name the higher education leadership award in honor of Martin Meyerson. It was seconded by David Sloane. The HELA honors people in higher education leadership. Jay Chatterjee is the recipient of the award this year.

David Sloane and others expressed concern about the process of naming this award without a fuller vetting. Mike Hibbard proposed to ask the HELA committee to make a recommendation for re-naming the award. Mickey Lauria rescinded his motion and David Sloane rescinded his second.


Elise Bright – new businesses. ACSP has lost a couple of good regional reps because of money. Should we provide support to regional reps to the spring ACSP meeting? This discussion was deferred to the budget meeting in the spring.

Clint Andrews: Do we need to have an audit committee?

Margaret Warner stated that her concerns with the PhD Committee - that came off of the consent agenda - were addressed.

David Sloan made a motion to adjourn at 4:01. It was seconded by Barry Nocks.

Respectfully submitted:



Marie Howland  
November 3, 2008

## President's Report to the GoBo – Bethesda, 10/23/08

Thanks to Mickey Lauria: This is Mick's last meeting as Past President. I ask the Governing Board to recognize his five years of service to the Association as Vice President/President Elect, President, and Past President.

National Academy of Environmental Design: Last year in Milwaukee we agreed to join ACSA, ARCC, ASLA, CELA, CNU, EDRA, and other organizations in an effort to establish the NAED – paralleling NAS, NAA, etc. The Committee on the Academy and the Profession has taken the point on this for ACSP and I appointed Gary Hack to be our representative on the steering committee that is organizing the NAED. Considerable progress has been made over the past year. The steering committee is now asking potential member organizations to support incorporation as a non-profit organization and creation of a governing council. A response was requested by October 1. The ACSP Executive Committee (the officers) agreed in principle but advised the NAED steering committee that the ACSP Governing Board would have to concur. We'll take it up during the CAP committee report.

Planetizen ratings: Last year in Milwaukee the GoBo commissioned an ad hoc committee (to be appointed by the president to work with Planetizen on the methodology for their planning school ratings. That process seemed to be productive. Planetizen agreed to a similar process for their next rating effort. Mick Lauria, who chaired our ad hoc committee last year, has agreed to do so again. I am in touch with Chris Steins about this and will appoint the balance of the committee soon.

**Planning School Assessment Project:** The PSAP is moving toward completion. We'll receive a report later on the agenda. There are two items I want to bring to your attention at this point.

1. Reputational Study – As originally conceived, the PSAP involved three phases, faculty assessment, student outcomes, and a reputational study. As we approach the completion of the first two phases we need to consider whether we want to move ahead with the third phase and, if we do, how to proceed.
2. Data Task Force – The PSAP has proven to be a moving target. In addition to our own efforts – both this task force and the Guide – the PAB and APA/AICP also routinely collect data from our member programs. (And so does Planetizen, of course.) There are overlapping and duplicative efforts and all of these entities are faced with questions regarding such things as how to keep the data current, where to maintain it, and how to make it accessible while maintaining necessary confidentiality. At the instigation of PAB chair Fernando Costa, APA/AICP, ACSP, and PAB have established a data task force to seek ways to share data, eliminate duplication, etc. Charlie Hoch and Bruce Stiffler have agreed to be ACSP's representatives to the task force.

**Governing Board Orientation:** To support and supplement the Orientation manual, which we will review later, we will also have an orientation session prior to the

**Spring Governing Board meeting. (The Spring meeting is the first one for new members.)**

Higher Education Leadership Award: The third HELA Award winner is Jay Chatterjee. The award will be presented to him at lunch on Friday. The purpose of the HELA is to recognize “sustained contributions in academic administration by an urban/regional planning scholar/educator that have led to significant national and/or international impacts on higher education.” In light of that purpose, Marcia Feld has suggested that we name the award in honor of Martin Meyerson. I’ll offer a motion to that effect under new business.

PAB and APA/AICP:

- Tridib Banerjee is nearing the end of his second term as ACSP representative on the PAB. Two terms is the maximum anyone can serve. I have appointed Barbara Becker to the seat, effective December 1, 2008.
- At our Las Vegas meeting the GoBo approved changes to the PAB articles of incorporation and also an increase in the dues paid to PAB by member programs. We regarded the changes as “housekeeping” in nature. The dues increase allows PAB to add a staff member. APA and AICP have rejected both the changes to the articles of incorporation and the fee increase that would parallel our members’ dues increase. Paul Farmer reported to PAB chair Fernando Costa that the accreditation process is “broken.” A meeting of APA president Bob Hunter, AICP chair Graham Billingsly, Fernando, Paul, Shonagh Merits, and me has been set for December 1. The agenda has not been firmed up but in general it will be a discussion of APA/AICP’s objections to the proposed changes. My hope is that it will include a specific statement of concerns with the accreditation process and evidence for those concerns.

“Foodies” group: A substantial number of faculty and grad students at ACSP member schools with interests in food policy, food planning, and food security have come together. They have a website and have been sponsoring sessions and meetings at the annual conference. They are seeking a way to organize more formally within ACSP. One option is to form an interest group. In discussing this, the Executive Committee expressed concern about the proliferation of interest groups and suggested they look at other possible ways to organize – for example, as a conference track. I will take it up with them.

**My priorities for ACSP:**

This is a brief summary of the status of my three priorities for my term as ACSP President

- 1) diversity – I’ll be appointing a task force to make recommendations based on the climate survey that we commissioned in Las Vegas
- 2) visibility of planning in the academy
  - **As previously noted, we are moving ahead on the effort to establish a National Academy of Environmental Design**

- I am asking the PhD committee to do a study and issue a “white paper” on the state of PhD programs in planning, focusing especially on the PhD curriculum
  - The PhD committee and the Committee on the Academy and the Profession continue to monitor the National Research Council’s discussion on including planning programs in their periodic evaluation of PhD programs
  - The Committee on the Academy and the Profession has completed its survey of tenure and promotion policies and practices in planning programs study. Preliminary findings will be presented at the Administrators Conference (on 24 October 2008)
- 3) improve the quality of the conference – no action on this yet

**Strategic thinking:** Vice President-President Elect Cheryl Contant will begin the process of identifying priority issues for her term as Association president later in the Governing Board meeting.

October 17, 2008

TO: ACSP Governing Board

FROM: Nominations and Elections Committee  
Chris Silver (Chair), Genie Birch, Fred Hurand, June Thomas

RE: 2008 Election Results

We had 59 votes (a 65.5% turnout rate) among eligible programs in the election for five regional representative positions. The results are as follows (the winner designated with an **X**).

Northeast Region  
Elizabeth. Hamin, U. of Mass  
John Landis, U. of Penn **X**

Southeast Region  
Dawn Jourdan, U. of Florida  
Susan Roakes, U. of Memphis **X**

North Central  
Lisa Bates, U. of Illinois, U-C **X**  
Mittie Jones, Cleveland State

South Central  
Michael Neuman, Texas A & M **X**  
Constance Wilson, Alabama A & M

West  
David Sloane, U. of Southern Cal **X**  
Dick Winchell, E. Washington U