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Minutes

Association of Collegiate Schools of Planning Semi-Annual Governing Board Meeting

April 10, 2010

New Orleans – Hilton New Orleans Riverside Hotel
Melrose Room, 3rd Floor

In attendance: Officers: Cheryl Contant, Chuck Connerly, Mike Hibbard, Barry Nocks, and Marie Howland. Board Members: David Sloane, Susan Bradbury, Michael Neuman, Tim Chapin, Susan Roakes, John Landis, and Nisha Botchwey. Student Representatives: Ann Carpenter and Nehal El-Hadi. ExOfficio Members: Barbara Becker, Bruce Stiffl, Stacey Swearingen White, and Charlie Hoch

Cheryl Contant called the meeting to order at 9:05. David Sloane moved to accept the agenda. Tim Chapin seconded the motion and it passed.

Cheryl Contant [CC] called for the approval of the minutes from the September 30, 2009, Crystal City meeting. There were no corrections to the minutes and they were accepted.

CC provided an overview of the purpose of the spring Board meeting. The main purpose of this spring meeting is to discuss budget proposals and approve the ACSP budget. We also discuss issues and topics associated with new and ongoing work of ACSP.

CC next introduced two new board members : Nehal El-Hadi from the University of Toronto and Nisha Botchwey from the University of Virginia.

Cheryl Contant (CC) provided a brief update on a variety of her initiatives and related efforts since the last Board meeting :

- 1) Refreshing and updating ACSP committees. This task is ongoing with the goal of getting more younger faculty involved.
- 2) Making two PAB appointments. There are two to be made. One appointment is completed, with the naming of Elizabeth (Betsy) Altmaier, University of Iowa as the Higher Education Administrator position on PAB. One additional appointment will replace Charlie Hoch as one of the three planning educators on PAB.

- 3) Keeping good relations with our partner organizations. CC met yesterday with APA and AICP and the main issue discussed is the collecting and sharing of data. There was also a conversation about our joint concerns of promoting diversity among the planning profession.
- 4) Keeping the organization healthy. We are healthy, but there are some concerns – which will be discussed later during the budget discussion. Conference attendance is good, but we have lost our sponsors which have historically provided the financial support that assured we would end conferences in the black.
- 5) Promoting diversity – CC is continuing the work of Mike Hibbard on diversity initiatives and is working with POCIG in moving this forward.
- 6) Internationalization – ACSP leadership has historically had numerous relationships with partner organizations across the globe. We need to identify those relationships and ensure that they are positive, beneficial, and place ACSP in the context of global planning education and scholarship.
- 7) Reenergize the engagement of our member schools and their participation in ACSP activities.
- 8) Revise the Review and Appraisal committee, through the Institutional Governance Committee, to provide input on strategic initiatives throughout the term of the President.
- 9) We are supporting the “Best of JPER” for Chinese Publication. An arrangement for publication into Chinese has been secured with Renmin University. ACSP will pay for a double check on the language for these articles.
- 10) Update: Decided that this June issue of Update will be the last one. From now on it will be on the website. Any news items member schools want to submit, please start now by sending to Donna Dodd. Regional Representatives are asked to give this information to your schools. The material can be sent anytime. Thanks to Nancy Frank for her production of Update since 1997. Tim Chapin asked what classifies as a news article. After some discussion, the consensus is there is no definitive answer.

Mike Hibbard requested schools to send in photos to Donna to replace current photos of models on our website.

The Guide to Planning Schools is coming out again September, 2010. Solicitations for information will go out to the member schools in May. ACSP is moving towards a data base concept to update more than once a year. We are no longer mailing the *Guide* to anyone, Schools or libraries. John Landis raised the issue of thinking about how we should get the word out about the Guide and planning schools. Mike Neuman recommended that we put a link on every program’s web page. CC will suggest to all schools to put link on their website. Regional Representatives are asked to make direct contacts with the schools in their region and encourage them to put a link to the *Guide* on their admission requirements page. Donna Dodd will send out the web address and icon. We agreed to ask Paul Farmer to put a link to the *Guide* on the APA website.

STANDING COMMITTEE REPORTS

Finances and Investment

B. Nocks

Barry Nocks reported ACSP has assets of in CDs of \$230,000. It is in safe, low interest, and diversified investments.

Membership

S. Bradbury

Susan Bradbury reported that membership is stable. There are 93 full member, 13 Affiliate members, and 23 Corresponding members. There is an issue of the blurring of two categories – the Full members and Affiliate members. Should full membership be limited to accredited schools? The current policy is that full membership is open to all schools that have planning in the title. One downside of limiting membership to accredited schools is that ACSP would lose a minimum of \$5,000 in annual revenues. There is also a philosophical issue over how exclusive do we want to be. The language over these membership categories needs to be cleaned up.

Who are the schools that are Full members, but do not offer accredited planning degrees? Susan explained that many of these schools are moving towards accreditation. CC will give this question over to the Membership Committee and Institutional Governance Committee and put on the agenda for our fall meeting.

Nominating and Elections

M. Hibbard

The Nominating and Elections Committee is chaired by Mike Hibbard and includes Genie Birch, John Betancur, and Lisa Bates. The call for nominations will come out on Monday, April 11.

The nominations process doesn't usually come up with enough candidates. The next seats that are available are the Regional Representatives seats. While there is a will to get younger faculty involved, there was some discussion about whether this was the best use of their time while they are trying to get tenure.

Conference

C. Connerly/S. White

Upcoming conferences are:

2010- Minneapolis, MN

2011- Salt Lake City, UT

2011- GPEAN World Planning Schools Conference in Perth, Australia

2012- ACSP site has not been established.

2013- Will be the AESOP-ACSP joint conference, European Site has not been established.

The ACSP New Chairs School will be held on May 5, 2011. The Leadership Conference will be held on May 6 and 7, hosted by the University of Texas in Austin. Mother's Day is on the 8th. Attendees should be able to get home on time.

Stacy White reported on the Minneapolis conference. All is going well; the new abstract process is working well. David Sloane stated that the poster sections should be made a major attraction and more prestigious. They shouldn't come off as consolation prizes for papers that are not accepted. The space has to be well designed and not off to the side. John Landis raised the issue of how sessions are assigned to rooms? Some rooms are too large for their audiences.

Institutional Governance

There was no report.

Welcome to Nisha Botchwey.

SPECIAL COMMITTEE AND TASK FORCE REPORTS

Committee on the Academy and Profession (CAP)

B. Stiftel

2011 Administrator's Conference will be Austin, Texas in the spring of 2011.

Bruce will step down from the CAP committee to take on responsibilities for PAB. Bruce Stiftel reported AICP has implemented the last things they told us they would do with regards to Certification Maintenance (CM), including offering up to 8 hours of credit an article, for both authors when there are two authors and a process for CM credits.

We went into fall realizing there were inconsistencies in PSAP data base. We have cleaned this up. We reported our results at Crystal City.

CC stated that she will divide this committee into two. It is a large job and more than one person can be expected to have the talents and time to carry out. Bruce has done a terrific job and it would be difficult to replace him. Thanks to Bruce Stiftel and all his hard work on this committee.

Doctoral Committee

J. Landis

This committee is made up of John Landis, Tim Chapin, and Genie Birch. The committee surveyed all the Ph.D. programs. This summer they will survey the last five years of Ph.D. graduates. This report will be ready for the fall meeting. A second responsibility of this committee is running the PH.D. Workshop. This year

it is headed by Steve French at Georgia Tech. John Landis stated he is aiming for continuity of curriculum and faculty.

Faculty Mentoring

C. Connerly

Chuck Connerly, Chair of the Faculty Mentoring Committee stated he has sent in the report. The committee has increased the number of mentees by 10. Overall 36 or 37 junior faculty have been mentored by senior faculty. Chuck is stepping down and CC will have to appoint a new chair for this committee.

Planning School Assessment Project (PSAP)

B.Stiftel/C. Hoch

Bruce did not send out the data because of worries that recipients may not keep data confidential. After some discussion, it was recommended that we move forward with getting the data out. But before receiving the data, recipients will have to sign an agreement not to reveal any data about individual schools except the recipients own school. David Sloane proposed a MOU between ACSP and participating schools that must be signed before the data is released. CC will work with PSAP to craft some language. John Landis, suggested that a key to the data would only go to chair who signed. Susan Bradbury seconded the motion and it passed unanimously.

Thanks to Charlie and Bruce for their work on the PSAP.

Enhanced Web Presence Project

C. Andrews

CC reported that we are moving Update to the website and there will be no more hard copy and we are moving the *Guide to Planning Schools* to the website. There will be no more hard copies printed.

No report from Clint Andrews.

Canadian Liaison

No report

INTEREST GROUP REPORTS

Faculty Women's Interest Group

Report on Birth/Adoption Policies Study

C. Slotterback

Carissa Slotterback presented the family leave policy. When finished, the report will be posted on the website. Next steps: present at the administrators conference, ensure posting on the ACSP and FWIG websites, and provide model examples of family leave policies. CC stated we should leave it to Carissa to inform us on the best distribution format.

Planning Accreditation Board

C. Hoch/S. Merits

We are in good financial shape. We continue our shift towards outcomes assessment and have recently launched a multi-year comprehensive review of all accreditation criteria. We will be adding a "data" webpage to its website, which will include data on outcomes assessment performance indicators (e.g. which programs are using alumni surveys, etc). With regard to recruitment of academics for the Site Visitor pool, John Landis suggested that PAB and the ACSP recruitment committee be much more specific with regard to whom they're seeking via the listserv and/or program chairs directly.

GPEAN

B. Stiftel (on behalf of Chris Silver)

No written report. The World Planning Schools Conference (WPS) will be in Perth on July 4, 2011. The

joint conference is in 2013. Bruce Stiftel stated he wants ACSP to think about WPS participation and promotion. He suggested that it would make sense to assign a GPEAN liaison to the governing board immediately. In the longer run a permanent member would require a by-laws change. CC will ask our GPEAN representative to prepare a proposal for a non-voting member of the governing board.

APA/AICP News

B. Knight/P. Inghram/P. Farmer

Bruce Knight said he will continue cooperation and conversation between APA, AICP, and ACSP. He mentioned cooperation between the data project and analysis of salary data. It is important to bridge gaps and be complementary. Paul Inghram wants ACSP to continue to encourage students to become AICP members. Paul Farmer – stated there are interesting partnerships going on. Collectively working to see what data we need. Next APA meeting is in Boston. Our world has changed with the new administration. Now we are regularly getting calls to participate in planning issues at the national level. It's a new level of participation of planning in the federal policy arena, more than we have seen since the 1960s. There was some discussion of the Sustainable Communities initiative. How should planning own the sustainability area? It's an area of strong student interest. The new JAPA editor is Randy Crane. Thanks to David Sawicki and Amy Helling for their excellent work on the journal. John Landis raised the issue of LEED certification. How do we work with the U.S. Green Building Council? Farmer indicated that the planning job market is starting to recover.

National Academy of Environmental Design (NAED) *C. Contant (on behalf of T. Banerjee)*

We endorsed the concept of the NAED as a board. Tridib is our representative. Issues that have arisen; 1) dues structure, so now ACSP is facing budgetary repercussions; 2) research initiative and we have been asked to have someone participate; 3) Luck Development Corporation offering rent free space and \$2.2 million to this organizations. Is there a Conflict of interest statement? Bruce Stiftel raised the issue that we need answers to several questions: We need to know about the firm; about the needs for resources for NAED to get its congressional charter; how do other learned societies that are involved in NAED view this; what proportion of the total current, money raised thus far is this \$2.2 million. There was uniform concern on the part of board members about ability of NAED to act independently if they receive this money from Luck Development. CC asked whether we are willing to suggest that we will pull out? The answer seemed to be no, but the deal as we heard it is troubling.

STUDENT REPRESENTATIVES REPORT

A. Carpenter/N. El-Hadi

Appointment of Nehal El-Hadi was announced. Ann Carpenter provided their report is attached. She reported they were under budget for last year. Barry agreed that they have the money for next year.

BUDGET

B. Nocks/C. Contant

Barry presented the budget. We need to find additional sponsors to make up for the loss of Lincoln and Fannie Mae. Revenues minus expenditures were \$55,337 in 2008-2009. The Chicago conference was the reason for the positive year end. In 2009-2010 the revenues minus expenses was \$15,469 which is a partial budget. The ending balance for 2010-2011 is -\$65,723. John raised the issue of cutting the food costs for the conference. David Sloane motioned that we raise the conference fee \$20 a year over the next three years. John Landis seconded it. This would raise the cost up to \$350 in three years, for all categories except students. The motion failed. Tim Chapin made the motion that we raise the fee \$35 for all groups except students. This included senior faculty members. David Sloane seconded it. It passed unanimously.

Raising money for the conference. We are looking at a \$20,000 additional in funding. John proposed Cheryl create a development board to raise money for the conference. David Sloane seconded the motion. Susan sent the official ACSP policy regarding accepting outside funds to Cheryl and the Executive. The motion was accepted unanimously. Volunteers are John Landis, Tim Chapin, Nehal El-Hadi, and Chuck Connerly.

David Sloane moved that we accept the budget as amended. Nisha Botchwey seconded it. The budget was approved unanimously.

POCIG submitted a proposal to hold a strategic planning conference, to support travel for students of color, and food.

NEW BUSINESS

There was none.

Susan Bradbury made the motion to adjourn at 5:34 PM. David seconded it. The motion passed.

Respectfully Submitted

Marie Howland
Secretary
8/24/2010
Approved 10/6/2010