

ACSP Annual Business Meeting Minutes

Saturday, November 4, 2000

Atlanta, Georgia

Full Member Schools present: Arizona State University, Ball State University, California Polytechnic State University - San Luis Obispo, Cornell University, Florida Atlantic University, Florida State University, Georgia Institute of Technology, Harvard University, Hunter College of CUNY, Iowa State University, Massachusetts Institute of Technology, Michigan State University, Morgan State University, New York University, Portland State University, Rutgers University, Saint Louis University, San Diego State University, State University of New York - Buffalo, Texas A&M University, University of Arizona, University at Albany SUNY, University of California (Berkeley), University of California - Irvine, University of Cincinnati, University of Colorado, University of Illinois - Chicago, University of Illinois - Urbana-Champaign, University of Kansas, University of Louisville, University of Maryland, University of Memphis, University of Michigan, University of Minnesota, University of Nebraska, University of New Orleans, University of Oregon, University of Pennsylvania, University of Rhode Island, University of Southern California, University of Southern Maine, University of Texas - Austin, University of Virginia, University of Washington, University of Wisconsin - Milwaukee, University of Wisconsin - Madison, Virginia Commonwealth University.

Corresponding Member Schools present: University of Calgary, Universite du Montreal, Ryerson Polytechnic University.

Affiliate member schools not present: Appalachian State University, Eastern Kentucky University, Eastern Michigan University, Frostburg State University, Georgia State University, New School for Social Research, Northern Arizona University, Queen's University, Sonoma State University, Southwest Texas State University, State University College - Buffalo, University of Massachusetts - Lowell, University of Minnesota, University of Utah, University of Wisconsin - Oshkosh.

Member schools not present: Alabama A&M University, Auburn University, Boston University, California Polytechnic State University - Pomona, California State University, Clemson University, Cleveland State University, Columbia University, East Carolina University, Eastern Washington University, Indiana University of Pennsylvania, Indiana University, Jackson State University, Kansas State University, Miami University, Minnesota State University, Ohio State University, Pratt Institute, Princeton University, San Jose State University, Southwest Missouri State University, University of Akron, University of Alabama, University of Colorado, University of Delaware, University of Florida, University of Hawaii, University of Iowa, University

of Massachusetts, University of New Mexico, University of North Carolina, University of Oklahoma, University of Puerto Rico, University of Tennessee, University of Texas - Arlington, University of Toledo, Virginia Polytechnic Institute and State University, Washington State University, Wayne State University.

Corresponding member schools not present: Dalhousie University, Griffith University, McGill University, Nova Scotia College of Art & Design, Queensland University of Technology, Technion-Israel Institute of Technology, University of British Columbia, University of Guelph, University of Liverpool, University of Manitoba, University of Newcastle upon Tyne, University of Nottingham, University of Saskatchewan, University of Sheffield, University of South Australia, University of Toronto, University of Waterloo, University of Windsor, York University.

The meeting was called to order by President Stiftel at 5:40pm.

Motion: to dispense with calling of the roll was made by Ann Forsyth and seconded by David Phillips. The motion was unanimous. In place of the roll call, members were asked to sign-in.

Motion: to adopt the agenda as written, was made by Riad Mahayni and seconded by Paul Mitchell. The motion was unanimous.

Secretary/Treasurer's Report - Susan Bradbury

Secretary/Treasurer Bradbury read the summary of the minutes from the last Business meeting that was held in Chicago on October 23, 1999.

Motion: to approve the minutes as written, was made by Barbara Becker and seconded by Johanna Looye. The motion was unanimous.

Secretary/Treasurer Bradbury reviewed and summarized the Financial Statements and the Accountant's Financial Review Report for fiscal year July 1, 1998 to June 30, 1999 that was performed by Purvis Gray & Company. In addition, the ACSP budget for fiscal year 2000-2001 that was approved at the Executive Committee meeting held in New York on April 15, 2000 was reviewed. Lastly the Policy on Accepting Outside funds that was approved by the Executive Committee on November 1, 2000 was passed out and reviewed.

Vice President's Report - Chris Silver

Vice President Silver outlined the major aspects of the Sage contract regarding JPER. Basically the contract will run for seven years and the rate Sage charges ACSP per member will not change during that seven-year period. The first issue of JPER under the Sage contract is currently in the mail to ACSP members.

Vice President Silver also introduced the new editors for JPER, Michael Hibbard and Edward Weeks, University of Oregon. Mike Hibbard spoke briefly and mentioned that he is pleased with the contract and relationship that has been negotiated with Sage and that both he and Ed Weeks are committed to maintaining the high standards that have been established by previous JPER editors.

11th Edition of the Guide to Planning Schools - Sandi Rosenbloom

The 11th Guide to Planning Schools is now out and in the mail to everyone. Each school will receive two copies of the Guide. Just under 10,000 copies of the Guide are currently being sent to high school guidance councilors, and relevant undergraduate programs. APA helped to subsidize this project by agreeing to purchase 500 copies and they are currently selling them through the APA bookstore for \$24.95. In addition to a printed version, an electronic version is available on the ACSP web site. Any errors that appear in the printed version can be corrected on the web site. Please let Sandi know if there are any corrections.

Recruitment Brochure - Sandi Rosenbloom

The Recruitment brochure has undergone two print runs in the past year. They have sold very quickly and currently only seven boxes remain from the second printing. It has been recommended to wait until the spring before another printing is done. In the meantime, if there are any corrections, please notify Sandi.

President's Report - Bruce Stiftel

President Stiftel announced new committee appointments. They are as follows:

Seymour Mandlebaum - Conference Committee Chair

Genie Birch, Charlie Hoch and David Hart - Applied Research Project, Joint AICP/ACSP Committee

John Forrester, Gen Giuliano, and Deborah Howe - Doctoral Committee, Summer Ph.D. Workshop

Phil Clay - Reassessing Scholarship, Chair. The Committee has been charged with revising the Guidelines for Promotion and Tenure in light of the Checkoway Report on Reassessing Scholarship.

President Stiftel then introduced the new officers and new regional representatives:

Wim Wiewel - President-elect

Barbara Becker - Western Representative

Mickey Lauria - South Central Representative

ACSP signed an agreement with Gleason & Associates in the spring to provide the Association with staff support for such things as awards, conference, etc. Six weeks ago Pat Gleason was diagnosed with leukemia. We all wish her well and thank her for her hard work and support on our behalf. ACSP will continue to honor her contract. Pat has been able to continue work on the conference. The Officer's did however, contract with Donna Dodd to assist us with the Atlanta conference and to serve as an on-site conference manager since Pat was unable to do so.

The up-coming World Congress, which will be held in Shanghai this summer, has provided a unique opportunity to bring the various planning associations together. Linkages are developing and conversations are taking place regarding how the various associations, ACSP, AESOP, APSA, & ANZAPS, can continue to work together either through conferences or perhaps through sponsoring publications. Currently AESOP and ACSP are preparing a Memorandum of Agreement regarding a joint conference that will be held in Brussels, Belgium in the summer of 2003. It is expected that the agreement will be signed here in Atlanta before the conclusion of the conference.

U.S. News and World Report in conjunction with ASPA and NAPA are about to mail out their biannual survey of public affairs schools, leading up to their ranking of schools in the field of public affairs. This year this ranking will include a subcategory in urban policy and management. They will be doing this without including schools in the ACSP membership. Apparently according to how the rankings are currently done, no objective data is utilized. The whole process is regarded as a profit making, marketing scheme. We have the possibility of lobbying U.S. News and World Report to have them survey and rank our schools. As an Association we need to weigh and consider the implications of not being included and what repercussions that may have on our ability to be visible and recognized.

ACSP has enjoyed the support of the Fannie Mae Foundation for the past several years. Fannie Mae has supported student travel scholarships, a dissertation award as well as provided funding so that students could attend AESOP's Ph.D. workshop. ACSP has recently submitted a proposal to HUD under their Urban Policy Association Support Program. Under this proposal ACSP will receive \$25,000 from HUD and the money will go to awards, to the jury for the awards and it will also go to the conference budget to provide general support for the ACSP conference.

President Stiffler announced two appointments made to the Planning Accreditation Board (PAB). First, Dr. Grady Bogue from the Department of Education Administration and Cultural Studies, University of Tennessee has been appointed as of December 1, 2000 to the public member position on the PAB. In addition, Cheryl Contant has been reappointed for another term to the PAB.

President Stiftel also announced and outlined the proposed changes to the PAB accreditation document. These changes have been mailed to the administrators of the various planning schools and people were allowed to submit comments on the proposed changes. The proposed changes have also gone to the AICP Board for approval and have come before the ACSP Executive Committee for approval. The ACSP Executive Committee approved the proposed changes at their meeting on Wednesday, November 1, 2000. The proposed changes focus on six issues concerning:

- (a) severance clause
- (b) diversity
- (c) history and theory
- (d) institutional resources
- (e) site team pool
- (f) maximum term for accreditation can be up to 7 years (vs. the current 5 years)

President Stiftel then announced the resolutions honoring David Allor, Melvin Levin, Moss Madden, Kermit Parsons, Robert Reiman, Lloyd Rodwin, Richard Smith and Robert Washington that were made at the ACSP Executive Committee meeting on November 1, 2000.

Nominating Committee - Bill Siembieda

Bill Siembieda announced the results of the 2000 elections to the ACSP Executive Committee. This year elections were held for the Western Regional Representatives, South Central Regional Representatives and President-elect. The results of the election were as follows:

Barbara Becker and Deborah Howe - Western Regional Representatives

Mickey Lauria and Elise Bright - South Central Regional Representatives

Wim Wiewel - President-elect

Elections will be forthcoming this spring for the following positions: Vice President, Secretary/Treasurer, Northeast Regional Representatives, Southeast Regional Representatives and North Central Regional Representatives. Nominations will be open and can be sent to Bill through to December 1, 2000.

It was noted that Virginia was left off the list of states that correspond to the Southeast Region on the nomination's form.

Installation of Officers - President Stiftel

President Stiftel then asked the new officers to stand and step forward to be installed. Barbara Becker, Deborah Howe, Mickey Lauria and Wim Wiewel stepped forward and were formally installed in their positions on the ACSP Executive Committee.

Conference Committee Report - Seymour Mandlebaum

Next year's ACSP conference will be held in Cleveland. The hotel room rates will be very reasonable at \$115 for a single and \$135 for a double room. The call for papers is out and the due date for abstracts will be March 13, 2001. New faculty and Ph.D. students can send their abstracts directly to the conference track chairs if they wish assistance with their submissions.

ACSP's 2002 conference will be held in Baltimore. The hotel rates will be approximately \$139 per night. The dates of the conference are yet to be determined.

The 2003 conference will be a joint conference with AESOP and will be held in the summer in Brussels, Belgium.

A search is currently underway for the conference sites for 2004 and 2005.

Academy and the Profession - Gary Hack

The Planning Administrator's conference will be held in Philadelphia May 11-13, 2001 and will start at noon on Friday through until Sunday morning. It will consist of a series of workshops, but the actual agenda has not yet been determined.

Doctoral Committee - David Conn

ACSP's first Ph.D. student workshop will be held August 15-18, 2001 on Catalina Island, CA and will serve as a pilot. The workshop has been modeled after AESOP's workshop. It is expected that approximately 20 students and 5 faculty will participate. The registration fee is expected to be around \$300 for students. Funding is being sought to help support this project and the committee will be working on attracting funds from either Fannie Mae or others over the next few months.

Institutional Data Project - President Stiftel

At the first Administrator's conference in 1997 the need for data to be able to compare schools was first requested. Since that time it has continued to be a top information priority by Deans and other Administrators. Last year ACSP attempted to collect the necessary data that people have been requesting. As you will recall there were some difficulties with collecting the data and some concerns regarding

the accuracy of the data collected and the results of this effort were circulated as a "draft document". However, our efforts last year showed what was possible and we intend to continue with these efforts.

Sandi Rosenbloom then proceeded to tell everyone about this year's institutional data collection efforts. This year the process can be completed online through the ACSP website. Currently seven schools have been asked to test the process. Every school's information will be password protected so that no one can view or tamper with the information submitted. The form has been revised slightly from last year, based on comments and problems that developed. For instance, much of the budgetary data was not provided. Analysis this year will consist of examining the results at the national level. The Institutional Data will be made available to researchers however, all the school identifiers will be removed and any researcher wishing access to the data must submit a request in writing to the ACSP Executive Committee. Any such request will be evaluated by the Executive Committee to see if it is keeping with the ACSP mission statement. If schools would like to know how they are doing in comparison to their peer institutions they can send Sandi a list of peer institutions and an analysis can be run, however schools will be charged for this service. However, the key to using this data is to ensure that we have good data to begin with.

The floor was then opened to questions and discussion regarding this project. This information is important to us as an organization because several committees have requested access and use of this information. There is a tremendous demand for this type of information in order to make comparisons. Concern was raised about whether school identifiers would ever be revealed and if this information would be made available to anyone outside the organization. The collection and analysis of this data is to be used internally by departments and schools to enable them to better position themselves and assist them with a means to help evaluate and improve themselves. This information will enable us to stop saying that we don't know how we compare. In many cases programs and departments who have access to this type of information can better position themselves and make an effective case for gaining additional resources. It is intended that the next round of data collection will be completed and analyzed by the Administrator's conference in May, 2001.

Institutional Governance Committee - Patty Pollak

In 1997 ACSP's Executive Committee recognized the need to up-date and revise the Constitution in order to reflect how we as an organization actually do things and who we are as an organization. As a result the Institutional Governance Committee was formed and charged with the task of examining and possibly revising the Constitution. The members of the Institutional Governance committee consisted of Patty Pollak, Chair, Genie Birch, Jay Chatterjee, Linda Dalton, Marcia Marker Feld, Bish Sanal and Michael Tietz. The committee has been working and deliberating for the past three years and a draft of proposed new by-laws were presented to the

Executive Committee on Wednesday, November 1, 2000. The actual process, that must be followed re: the bylaws, was then outlined. The proposed changes to the Constitution are to be sent out to the membership at least 40 days prior to the meeting so that they can be voted on by the membership. According to this process the Executive Committee has no vote on the proposed changes, however, there have been some discussions which have identified some issues of disagreement between the Executive Committee and the Institutional Governance Committee regarding the proposed draft bylaws. As a result the Institutional Governance Committee would like everyone to please read through the draft bylaws carefully and are asking everyone to submit any comments they have to the Committee members. The committee members will take the comments received at the Executive Committee on Wednesday along with any comments from the membership under consideration when they meet again and then they will report a final draft. The four major areas of discussion are:

(1) p. 2. membership - should full membership be restricted to U.S. schools; what might be the legal ramifications if we allow non-U.S. schools to be full members?

(2) P. 5. Officers - the position of Secretary/Treasurer will be split into two -- Secretary and Treasurer

(3) P. 7 Regional Representatives - should they be elected at the same time (every other year cycle) or should the representatives serve staggered terms so that one regional representative is elected every year?

(4) P. 12 Amendments - it is at the business meeting that the bylaws can be amended. According to the new bylaws it would take a full 2/3 majority of the full member schools to change the bylaws. Should any proposed changes to the bylaws be brought before the Executive Committee before it comes to the Business meeting? How long a time is necessary for the membership to review any changes (it is now 40 days, should it be increased to 90?).

If you have any comments please write them down and forward them to Patty Pollak directly so that they can be considered by the Institutional Governance Committee.

It was suggested that some time could be used at the Administrator's conference in May to discuss the proposed bylaws revisions.

Unfinished Business

Chris Silver mentioned that he and the conference committee would welcome proposals from schools who might be interested in hosting the 2004 or 2005 conference.

New Business

Johanna Looyee on behalf of the Global Planners Interest Group wished to encourage the membership to support the World Planning Congress that will be held in Shanghai this summer.

Good and Welfare

Sandi Rosenbloom will be leaving office at the end of this meeting. Sandi has served ASCP in a number of capacities over the past few years, most recently as President and Immediate Past-President. The membership offered its' thanks to Sandi.

Motion: to adjourn the meeting was made at 7:15pm.

Respectfully submitted,

Susan L. Bradbury, Ph.D.

ACSP Secretary/Treasurer