

## **SUMMARY REPORT**

### **CALIFORNIA ARCHITECTS BOARD** **Landscape Architects Technical Committee**

University of California Extension Certificate Program Task Force Meeting  
June 27, 2012  
Sacramento, California

#### Task Force Members Present

Christine Anderson, Chair, Landscape Architect  
Patrick Caughey, Landscape Architect, Past President, American Society of Landscape Architects (ASLA)  
Linda Gates, Landscape Architect  
Sandra Gonzalez, Landscape Architect  
Jon Wreschinsky, President, California Council, ASLA  
Dick Zweifel, Associate Dean, California Polytechnic State University, San Luis Obispo  
Lee-Anne S. Milburn, Landscape Architecture Department Chair, California State Polytechnic University, Pomona

#### Task Force Members Absent

Linda Jewell, Professor, Landscape Architecture and Urban Design, University of California (UC), Berkeley

#### Staff Present

Doug McCauley, Executive Officer, California Architects Board (Board)  
Vickie Mayer, Assistant Executive Officer, Board  
Don Chang, Legal Counsel, Department of Consumer Affairs (DCA)  
Trish Rodriguez, Program Manager, Landscape Architects Technical Committee (LATC)  
John Keidel, Special Projects Coordinator, LATC

#### Guests Present

Laurel Kelly, Landscape Architect, H.T. Harvey & Associates  
J.C. Miller, Landscape Architecture Program Director, Department of Art and Design, UC Berkeley Extension

### **A. Welcome and Introductions**

Task Force Chair, Christine Anderson, called the meeting to order at 9:40 a.m. and called roll.

### **B. Discuss Purpose of Task Force**

Ms. Anderson stated the Task Force is charged with developing the procedures for conducting the reviews of the UC landscape architecture extension programs and to conduct the site reviews

of the extension programs. She explained that the purpose of the meeting is to develop LATC guidelines for conducting reviews of the extension programs in accordance with LATC regulations. She noted that the proposed language for California Code of Regulations (CCR) section 2620.5, Requirements for an Approved Extension Certificate Program, aligns with the Landscape Architectural Accreditation Board (LAAB) standards for the extension programs. Ms. Anderson explained an issue during the 2004 site visits of the UC Berkeley and University of California, Los Angeles extension programs was that there were two different review teams and no formal guidelines on how to conduct the visits once the review teams arrived at the respective campuses. Ms. Anderson stated that the review teams had general guidelines for the evaluation of the programs, however, did not have specific questions to answer about the programs. She also noted there was lack of clarity and standardization on how to conduct the evaluations because there were two separate review teams.

Ms. Anderson stated the 2004 site visit teams used the LAAB guidelines as a baseline for review of the extension programs. She noted that there were deviations between the LAAB criteria and the LATC criteria, such as faculty full-time equivalence. Ms. Anderson explained that these issues could not be reconciled during the review visits. She noted that once the Task Force reviews the LAAB guidelines, it can identify deviations between LATC and LAAB and adapt the guidelines to fit the purpose of LATC. Ms. Anderson noted that the Task Force should strive to keep an equivalency between the two sets of criteria between LAAB and LATC. Dick Zweifel noted that the procedures should be equivalent, but not necessarily a parallel because the extension programs are non-degree granting programs, whereas the LAAB accredits degree-granting programs. The Task Force discussed equivalency between the two extension programs.

### **C. Public Comment Session**

Ms. Anderson called for any public comments. J.C. Miller introduced himself as the Program Director for the UC Berkeley Landscape Architecture Extension Certificate Program. He noted that the UC Berkeley Extension Certificate Program has a similar core curriculum to the UCLA Extension Program, but the admission requirements and class content differs between the two programs.

Laurel Kelly introduced herself as a licensed landscape architect and an extension certificate holder from the UCLA Landscape Architecture Extension Certificate Program. She noted that she previously taught landscape architecture classes in the UC Berkeley Extension Certificate Program. She stated that she is attending the meeting to support the extension certificate programs.

### **D. Review Proposed Language for California Code of Regulations Section 2620.5, Requirements for an Approved Extension Certificate Program**

Ms. Anderson presented the proposed regulatory language for CCR section 2620.5 for review and discussion. She stated the proposed language is included in the meeting packet for the Task Force to review how LATC has adapted LAAB evaluation criteria into the regulations.

Ms. Anderson noted the proposed language has an emphasis on protecting the health, safety, and welfare of consumers. The Task Force discussed the nature of landscape architecture extension programs as they compare to landscape architecture degree programs in California and across the country. Ms. Anderson noted that if during the process of review, the Task Force generates

questions for the LATC that require clarification, the Task Force can request that LATC review the questions and provide answers.

**E. Review and Discuss Background Material from 2006 University of California Extension Certificate Program Reviews and Review Process**

The Task Force reviewed the February 6, 2010, LAAB Accreditation Standards and Procedures document and discussed edits that would adapt it for usage in the review of the extension programs. The Task Force proposed edits to the procedures adapted to the nature of the extension programs and the role of LATC in the reviews.

The Task Force discussed adding regulation language regarding provisional approval for extension programs. Lee-Anne S. Milburn noted that provisional approval status can be an effective way for extension programs to prompt the school administration to prioritize the correction of deficiencies in the extension program. The Task Force also discussed changing the extension program approval period from the proposed seven years to six years to align with LAAB standards.

The Task Force also discussed specifying a fee for applying for review of the extension programs due to the costs of conducting the reviews. Ms. Anderson suggested that the Task Force recommend to LATC to change the extension program approval period from the proposed seven years to six years, specify a fee for the review of the extension programs, and add a provision to the regulations for provisional approval of the extension programs. Several Task Force members concurred with this recommendation. The Task Force discussed travel arrangements for conducting the site visits. Ms. Anderson noted that all travel arrangements for the site reviews should be made by LATC staff.

The Task Force reviewed the February 6, 2010, LAAB Self-Evaluation Report Format for First Professional Programs in Landscape Architecture document and discussed edits that would adapt its usage for extension programs that will be required to submit Self-Evaluation Reports (SER). The Task Force proposed edits to the SER Format adapted to the nature of the extension programs and using criteria that is relevant to LATC in evaluation of the reports.

**F. Develop University of California Extension Certificate Program Review Procedures and Milestones**

The Task Force determined that the LATC UC Extension Certificate Program Review Procedures will be drafted based on the discussed edits to the February 6, 2010, LAAB Accreditation Standards and Procedures. Sandra Gonzalez volunteered to draft review procedures based on the Task Force's proposed edits. The Task Force determined that any additional edits to the procedures will be forwarded via email to Ms. Gonzalez and she has discretion to use another Task Force member to review the edits. Ms. Anderson stated that the draft procedures will be presented for further review and approval at the next Task Force meeting.

The Task Force determined that the draft LATC Self-Evaluation Report Format will be based on the discussed edits to the February 6, 2010, LAAB Self-Evaluation Report Format for First Professional Programs in Landscape Architecture. Ms. Anderson volunteered to draft the Self-Evaluation Report Format based on the proposed edits. The Task Force determined that any additional edits to the draft Self-Evaluation Report Format will be forwarded via email to

Ms. Anderson and she has discretion to use another Task Force member to review the edits. Ms. Anderson stated that the draft document will be presented for further review and approval at the next Task Force meeting.

**G. Select Future Meeting Dates**

The Task Force members will be polled to determine the next Task Force meeting date.

**Adjourn**

- **Christine Anderson adjourned the meeting.**

The meeting adjourned at 1:30 p.m. (approximate).