



# LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Arnold Schwarzenegger  
GOVERNOR

## **SUMMARY REPORT - FINAL**

CALIFORNIA ARCHITECTS BOARD  
Landscape Architects Technical Committee  
February 6-7, 2007

Strategic Planning Session  
February 6, 2007  
Berkeley, CA

### LATC Members Present

Christine Anderson, Chair  
Linda Gates  
Stephanie Landregan  
Steve Lang

### LATC Member Absent

Dennis Otsuji

### Staff Present

Doug McCauley, Executive Officer, California Architects Board  
Mary Ann Aguayo, Program Manager, LATC  
Ethan Mathes, Special Project Analyst  
Mary Anderson, Exam Coordinator  
Terri Villareal, Enforcement Officer  
Patricia Fay, Licensing Coordinator

### Guests Present

Iris Cochlan, California Architects Board Liaison  
Daniel Iacofano, Moore Iacofano Goltsman, Inc.  
Jessica Schroeder, Center for Public Interest Law  
Richard Zweifel, Administrative Dean, Cal Poly San Luis Obispo

## **A. Call to Order – Roll Call – Establishment of a Quorum**

### **Chair's Remarks**

### **Public Comment Session**

LATC Chair Christine Anderson called the meeting to order at 10:10 a.m. and called roll. Four members of the LATC were present and thus a quorum was established. There were no Chair's remarks or public comment.

## **B. Strategic Planning Session**

The LATC held its annual strategic planning session, facilitated by Daniel Iacofano of Moore Iacofano Goltsman, Inc (MIG).

Mr. Iacofano facilitated the discussion for drafting the July 1, 2007 – June 30, 2008 Strategic Plan. The LATC provided comments, clarification and suggested edits to Mr. Iacofano and staff. MIG will incorporate the edits into the Strategic Plan to be presented at the next LATC meeting. Upon approval by LATC, the July 1, 2007 – June 30, 2008 Strategic Plan will be presented to the Board for approval.

**C. Review Tentative Schedule and Select Future LATC Meeting Dates**

Future meetings will be tentatively held:

May 4, 2007 – LATC Meeting, Sacramento

July 20, 2007 – LATC Meeting, Southern California

October 9, 2007 – LATC Meeting, Bay Area

LATC Meeting  
February 7, 2007  
Berkeley, CA

LATC Members Present

Christine Anderson, Chair  
Linda Gates  
Stephanie Landregan  
Steve Lang

LATC Member Absent

Dennis Otsuji

Staff Present

Doug McCauley, Executive Officer, California Architects Board  
Mary Ann Aguayo, Program Manager, LATC  
Ethan Mathes, Special Project Analyst  
Mary Anderson, Exam Coordinator  
Patricia Fay, Licensing Coordinator

Guests Present

Heather Clendenin, University of California, Berkeley Extension  
Iris Cochlan, California Architects Board Liaison  
Nancy Lynn, Department of Consumer Affairs (DCA), Office of Examination Resources (OER)  
Stephanie Mayorga-Tipton, OER  
Jessica Schroeder, Center for Public Interest Law  
Alexis Slafer, University of California, Los Angeles Extension  
Richard Zweifel, Administrative Dean, California Polytechnic State University, San Luis Obispo

**A. Call to Order – Roll Call – Establishment of a Quorum**

**Chair's Remarks**

**Public Comment Session**

LATC Chair Ms. Anderson called the meeting to order at 8:45 a.m. and called roll. Four members of the LATC were present and thus a quorum was established.

Ms. Anderson acknowledged and expressed appreciation to Jessica Schroeder from the Center for Public Interest Law for her attendance at the last several LATC meetings. Ms. Anderson also noted that she recently attended a Senate meet-and-greet and spoke to representatives of the Joint Committee on Boards, Commissions and Consumer Protection.

Ms. Schroeder enquired about information regarding the Kevin Kellogg enforcement case. Mary Ann Aguayo asked that Ms. Schroeder to email the LATC staff requesting the specific information she seeks. Ms. Schroeder also expressed her support of the Strategic Planning process and specifically the outreach and role of the LATC discussions.

Stephanie Landregan questioned when discussion should take place concerning new laws that impact the LATC. Doug McCauley advised that these concerns should be sent to staff and noticed in a meeting agenda if appropriate.

## **B. Approve January 16, 2007 LATC Meeting Minutes**

- **Stephanie Landregan moved to approve the January 16, 2007 LATC Meeting Minutes.**
- **Steve Lang seconded the motion.**
- **The motion carried 4-0.**

## **C. Program Manager's Report**

Ms. Aguayo updated the LATC on the publications budget and reviewed the cost of publication for the most recent newsletter. She also reported that staff met with the DCA in November to discuss the I-Licensing program. Ms. Landregan asked whether an increase in licensure fees would be necessary to implement I-Licensing and whether fees could be levied specifically to users of the program (i.e., convenience fee). Ms. Aguayo confirmed licensure fees may increase due to I-Licensing, but it is unclear whether operational costs will be more for I-Licensing rather than the current cost to cashier and manually process each transaction. Ms. Aguayo will research and report back at a future meeting.

Ms. Aguayo reported that the interested parties mailing list was pared down due to compliance with Government Code 14911. The LATC questioned the automatic removal of interested parties off the existing list. Richard Zweifel and the LATC discussed developing a different approach to building the interested parties list and keeping those parties that want to be on the list. Mr. McCauley stated staff would bring this item back with more information on the applicable Government Code.

Ms. Aguayo further reported that Jessica Molina has been hired by the LATC as a student assistant. The Volunteer Recognition Program Award Nomination form was also passed out to solicit member nominations for the annual award.

Mary Anderson briefed the LATC on the most recent administration of the national exam; pass rates for the graphic examination are trending up and pass rates for the multiple-choice examination are trending down. Ethan Mathes updated the LATC on the status of current regulatory packages; the complete rulemaking file for California Code of Regulations, Title 16, Division 26 (CCR) section 2670 is currently being reviewed by DCA and CCR 2649 has been put on hold by DCA pending the submittal of additional clarifying information.

## **D. Update on Council of Landscape Architectural Registration Boards (CLARB)**

Ms. Landregan presented and discussed the Council of Landscape Architectural Registration Boards (CLARB) Spring Meeting Agenda and the Nominations Committee. Linda Gates volunteered to add her name for consideration of the Vice-Presidency for CLARB. Ms. Anderson noted that it is important to have California representation within CLARB. Ms. Landregan further reported Region V was the only region to have an online meeting group to discuss issues. Additionally, hiring a new CLARB Executive Director will be the next big challenge within CLARB as well as CLARB versus the member boards interaction with landscape architecture graduates.

## **E. Review and Approve University of California Los Angeles and University of California Berkeley Extension Certificate Program Reviews**

Ms. Anderson pointed out the fact that because two of the LATC members present have received compensation from University of California Los Angeles (UCLA) greater than \$500 in the last 12 months, it constitutes a conflict of interest with approval of the UCLA Extension Certificate Program. However, removing two members creates a quorum problem, so the appropriate action by “rule of necessity” is to randomly select one of the conflicted members to recuse themselves from this item. Mr. Lang was randomly selected and recused himself. Ms. Landregan confirmed for the record as having received compensation greater than \$500 from UCLA in the last 12 months.

Ms. Anderson presented an overview of the January 16, 2006 teleconference discussion of the extension programs. She reported that UCLA and University of California Berkeley (UCB) Extension Certificate Program reports were reviewed; with additional edits and comments to be incorporated into the final extension program reports.

Ms. Landregan noted that the bullet item concerning the lack of equipment storage space is not applicable (Section 9, page 30 of the UCB report). Ms. Anderson countered that in her experience in reviewing the extension program, it was a valid concern. Heather Clendenin agreed and thanked the LATC and site review team for their work and input during the review of the UCB Extension Certificate Program.

- **Stephanie Landregan moved to approve the University of California Berkeley Extension Certificate Program review.**
- **Steve Lang seconded the motion.**
- **The motion carried 4-0.**

Ms. Landregan questioned under Section 2 (page 6 of the UCB report) that the “Suggestions for Improvement” do not correspond with the “Standard.” Additionally, the UCB Extension Certificate Program report did not include a Summary of Findings. The LATC discussed the appropriate course of action to remedy these issues and an appropriate timeline for the UCB Extension Certificate Program to respond to the LATC’s concerns. Ms. Aguayo clarified the members’ decision to provide UCB 30 days to respond with a plan of action to the item in Section 2 that was “not met,” along with a conditional approval for 18 months. Under the approval, UCB will forward a report of correction to LATC for final approval within 18 months. Ms. Anderson stated that staff would send a letter indicating the decision and timelines.

- **Christine Anderson moved to reconsider the approval of the University of California Berkeley Extension Certificate Program review.**
- **Linda Gates seconded the motion.**
- **The motion carried 4-0.**
- **Stephanie Landregan moved to give conditional approval of the University of California Berkeley Extension Certificate Program review with the addition of a Summary of Findings and clarification of Standard and Recommendations in Section 2.**
- **Christine Anderson seconded the motion.**

- **The motion carried 4-0.**
- **Christine Anderson moved to give conditional approval of the University of California Berkeley Extension Certificate Program review with the provision that the LATC will provide a final site visit team report to the University of California Berkeley Extension Certificate Program and requests a formal written plan of action within 30 days with corrective plan of action implemented within 18 months and reported back to the LATC.**
- **Stephanie Landregan seconded the motion.**
- **The motion carried 4-0.**

Ms. Slafer thanked the LATC and site review team for their work during the review of the UCLA Extension Certificate Program. She reviewed minor edits in the report that need correcting; the LATC agreed staff should make the edits.

- **Christine Anderson moved to approve the University of California Los Angeles Extension Certificate Program review.**
- **Stephanie Landregan seconded the motion.**
- **The motion carried 3-0 (Steve Lang abstained).**

#### **F. Occupational Analysis Report**

1. Presentation on Occupational Analysis Process and Department of Consumer Affairs Office of Examination Resources Standard Procedures

Stephanie Mayorga-Tipton presented an overview of the Occupational Analysis to date. She addressed its purpose, the general process, an overview of the workshops/focus groups, the development of the Validation Report, an overview of the validation report, and the content of the proposed examination specifications and examination items.

2. Review and Approve Results of the December 2006 LATC Validation Report

The LATC discussed the Validation Report and felt that it did not reflect the mission of the LATC. Ms. Mayorga-Tipton commented the Validation Report is a final document and part of the development of the California Supplemental Examination (CSE). The LATC agreed to include a cover memo to the Validation Report stating the mission of the LATC.

- **Linda Gates moved to approve the results of the December 2006 LATC Validation Report and attach LATC's mission as a cover memo to the Validation Report.**
- **Stephanie Landregan seconded the motion.**
- **The motion carried 3-1.**

3. Review and Approve Results for the January 25-26, 2007 Workshop - Comparison of the California Results to the National Task Analysis

Ms. Landregan asked where California specific laws and codes were addressed in the study and suggested that this should be addressed. Ms. Mayorga-Tipton clarified this may or may not have been

specifically addressed but the test items are written so as to be able to extrapolate the California specific laws and codes into examination questions. Ms. Clendenin asked about the selection and manner of the subject-matter experts for the workshop/focus groups. Ms. Mayorga-Tipton explained the LATC recruited subject-matter experts to capture the full scope of the profession in California. Ms. Gates emphasized making sure the new format for the CSE is not a barrier to entry into the profession and that candidates have accessible examination locations. Ms. Mayorga-Tipton indicated these were all relevant concerns that will be addressed.

The LATC went on to discuss approval of the comparison of the California results to the national task analysis and whether to proceed with the redevelopment of the CSE. They were concerned that giving approval now based on the exam plan would limit the LATC's ability to review and possibly withhold the implementation of the CSE. Ms. Mayorga-Tipton explained that the LATC would have another opportunity to review and approve the redeveloped CSE prior to its implementation. The LATC expressed concern about proceeding with the redevelopment of the CSE based only on the information provided in the comparison of California results to the National Task Analysis.

- **Linda Gates moved to direct staff to proceed forward with the California Supplemental Examination based on the results of the comparison of California to the National Task Analysis.**
- **Steve Lang seconded the motion.**
- **The motion failed 2-2.**

4. Decide Whether to Proceed with Redevelopment of the California Supplemental Examination

- **Stephanie Landregan moved to direct staff to proceed with examination development based on the Validation Report and the California Supplemental Examination Draft analysis.**
- **Steve Lang seconded the motion.**
- **The motion carried 3-1.**

**G. Education Subcommittee**

1. Review Summary Report from November 8, 2006 Meeting
2. Update on January 16, 2007 Meeting

Mr. Zweifel updated the LATC on the progress of the Education Subcommittee. He reviewed the charge of the Subcommittee and the materials that have been evaluated to accomplish the charge. Both Mr. Zweifel and Ms. Aguayo felt the Subcommittee would need to meet again to fully cover all the issues that have occurred in addressing the Subcommittee's charges.

The next Education Subcommittee meeting will be held on February 27, 2007 from 12:00 p.m. to 5:00 p.m.

Adjournment

Mr. Lang commented that the occupational analysis volunteers should be presented a certificate in order to show utmost appreciation for their services. Mr. McCauley suggested bringing this item to the next meeting. Ms. Anderson requested staff to research and bring this item to the next meeting.

- **Stephanie Landregan moved to adjourn.**
- **Steve Lang seconded the motion.**
- **The motion carried 4-0.**

The meeting adjourned at 3:05 p.m.