

MINUTES  
REGULAR MEETING  
CALIFORNIA ARCHITECTS BOARD

December 5-6, 2013

Santa Barbara, CA

A. CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

Board President Sheran Voigt called the meeting to order on December 5, 2013 at 9:10 a.m. and Board Secretary, Pasqual Gutierrez, called roll.

Board Members Present

Sheran Voigt, President  
Pasqual Gutierrez, Secretary  
Jon Alan Baker  
Jeffrey Heller  
Matt McGuinness  
Nilza Serrano  
Fermin Villegas

Board Members Absent

Hraztan Zeitlian, Vice President  
Chris Christophersen  
Sylvia Kwan

Guests Present

Kurt Cooknick, Director of Regulation and Practice, The American Institute of Architects, California Council (AIACC)  
Heidi Lincer-Hill, Ph.D., Chief, Department of Consumer Affairs (DCA), Office of Professional Examination Services (OPES)

Staff Present

Doug McCauley, Executive Officer  
Vickie Mayer, Assistant Executive Officer  
Marcus Reinhardt, Program Manager, Examination/Licensing Unit  
Trish Rodriguez, Program Manager, Landscape Architects Technical Committee (LATC)  
Mel Knox, Administration Analyst  
Leosha Eves, Enforcement Officer  
Bob Carter, Architect Consultant  
Don Chang, Assistant Chief Counsel, DCA  
Rebecca Bon, Staff Counsel, DCA

Six members of the Board present constitute a quorum. There being seven present at the time of roll, a quorum was established.

B. PRESIDENT'S REMARKS

Ms. Voigt welcomed the newest public member of the Board, Nilza Serrano, and asked the Executive Officer (EO), Doug McCauley, to administer the Oath of Office. Following the oath, Ms. Serrano shared her background with the Board.

Ms. Voigt informed the Board that, at approximately 2:30 p.m., it will relocate to another conference room to hold a joint meeting with the National Council of Architectural Registration Boards (NCARB) Board of Directors.

Ms. Voigt invited members and staff to make introductions. Don Chang introduced his successor, Rebecca Bon. Mr. Chang said Ms. Bon will likely assume his responsibilities with the Board in March 2014.

C. PUBLIC COMMENT SESSION

There were no comments from the public.

D. APPROVE THE SEPTEMBER 12, 2013 BOARD MEETING MINUTES

Ms. Voigt asked for a motion regarding the September 12, 2013 Board Meeting Minutes.

- **Jon Baker moved to approve the September 12, 2013 Board Meeting Minutes.**

**Jeffrey Heller seconded the motion.**

**The motion passed 7-0.**

E. EXECUTIVE OFFICER'S REPORT

Mr. McCauley informed the Board that staff will send members the proposed dates for Board meetings in 2014, at which time members will be surveyed to identify the official Board meeting dates.

Mr. McCauley reported that the launch of BreZE, an integrated, enterprise-wide system designed to support applicant tracking, licensing, license renewal, enforcement, cashiering, and data management capabilities, has been delayed. He explained that the Board is currently assigned to phase three of its implementation, but that DCA is considering reassigning the Board to an earlier phase.

Mr. McCauley reported that, at the request of the Communications Committee, the Board's newsletter, *California Architects*, is in the process of converting to an e-mail format. He explained that the newsletter production process has been an ongoing challenge. Mr. McCauley said the next edition of *California Architects* is expected to be published in February 2014.

Mr. McCauley reported that the Board's Sunset Review Report, due in October 2014, will be staff's top priority in the year ahead. He informed the Board that it will likely see the Report

for the first time at the June 2014 Board meeting, then, at the September 2014 Board meeting, the Board will have an opportunity to approve it. Mr. McCauley also outlined the Sunset Review Report production process and informed the Board that the EO and Board President will present the Report to the Legislature in March 2015.

Mr. McCauley updated the Board on the status of two proposed regulatory packages. The first, California Code of Regulations (CCR) sections 109 (Filing of Applications) and 117 (Experience Evaluation), relating to improvements to the national internship program, was approved by the Office of Administrative Law (OAL) in October 2013 and becomes effective on January 1, 2014. The second regulatory change, CCR section 121 (Form of Examinations; Reciprocity), regarding the recognition of NCARB Certification obtained via the Broadly Experienced Foreign Architect (BEFA) Program, was approved by the Department of Finance in September 2013, and was submitted to OAL for final approval in October 2013. Pertaining to CCR sections 109 and 117, Mr. Baker asked about recognizing the validity of certain academic internships in California, to which Marccus Reinhardt replied that the Board does now recognize Intern Development Program (IDP) credit through qualifying academic internships approved by NCARB.

Mr. McCauley explained the value of having in-house architect consultants available to Board staff who provide expert opinions on any practice-related issues. He informed the Board that it will be asked to approve an architect consultant contract for Barry Williams.

Mr. Gutierrez expressed concern with the fact that the two lowest Architect Registration Examination (ARE) passing rates are in core practice areas, to which Mr. McCauley responded that the newest Board member, Ms. Serrano, noticed the same pattern.

Mr. McCauley reported that the LATC is in the process of developing its Occupational Analysis (OA), which is the required survey that any licensed profession or trade must administer to ensure an examination is valid and legal. He also reported that the Board is ready to commence its OA process as well.

Mr. McCauley reported that Senate Bill 308 (Chapter 333, Statutes of 2013), which contains the Sunset Review provisions for the California Council for Interior Design Certification, was signed into law. He also reminded the Board of its “Oppose Unless Amended” position on Assembly Bill (AB) 186 (Maienschein), the bill that would permit the Board to provide a provisional license to a spouse, domestic partner, or other legal companion of an active duty member of the United States Armed Forces. Mr. McCauley stated his intention to visit the author when the Legislature reconvenes in January 2014 to seek an exemption for the Board and the LATC. He also reported that AB 630 (Chapter 453, Statutes of 2013), the AIACC-sponsored legislation regarding architects’ instruments of service, was approved by the Governor on October 1, 2013.

Mr. McCauley reported that the California Society of the American Institute of Building Design (CSAIBD) is interested in the “sunrise review” process. He said that CSAIBD has prepared a white paper that has been submitted to the office of Senator William Monning, and that Board staff will continue to monitor CSAIBD developments closely and report any further activity to the Board.

Mr. McCauley reported that AIACC is considering legislation that would allow architects to utilize peer review of plans in lieu of government plan review. He said that, in his view, there is potential for this kind of legislation to have a negative consumer impact. Kurt Cooknick confirmed AIACC's desire to pursue this legislation, which, he explained, would be an expedited approach for projects within the exempt areas of practice. Mr. Baker stated that it sounds as if the legislation is designed to allow architects to outsource the plan review process to a colleague, which many architects already do; he said outsourcing does not necessarily save time and money. Jeffrey Heller asked whether peer reviewers will have legal liability, suggesting that legal accountability would be a deterrent from unethical behavior. Mr. Cooknick replied that accountability will be determined by the contract. Mr. Gutierrez asked whether peer reviewers will be held to a higher standard than local agencies. Mr. Baker asked if the inspection function would remain with municipality, to which Mr. Cooknick answered in the affirmative.

F. ELECTION OF 2014 BOARD OFFICERS

Mr. McCauley informed that Business and Professions Code section 5518 requires the Board to elect from its members a president, vice president, and secretary to hold office for one year. Mr. McCauley explained that pursuant to this provision, the Board President appointed Messrs. Baker and McGuinness as members of the Nominations Committee, which recommended for the Board's consideration the following slate of officers for 2014 based on the qualifications, recommendations, and interest expressed by the Board members:

- Sheran Voigt - President
- Pasqual Gutierrez - Vice President
- Chris Christophersen - Secretary

Mr. McCauley stated that Mr. McGuinness' name was put forth by another Board member for the office of Secretary and, as specified in the Board Member Administrative Procedures Manual, Mr. McGuinness has the opportunity to run from the floor. Mr. Baker indicated that Mr. McGuinness expressed discomfort with putting himself on the slate while serving on the Nominations Committee.

Ms. Serrano asked about Mr. Christophersen's attendance record given his interest in the office of Secretary. Mr. McCauley stated that Mr. Christophersen's attendance record is quite good despite his excused absence from today's meeting.

- **Jon Baker moved to approve the recommended slate of officers for 2014: Sheran Voigt, President; Pasqual Gutierrez, Vice President; and Chris Christophersen, Secretary.**

**Jeffrey Heller seconded the motion.**

**The motion passed 7-0.**

G. SELECT THE 2013 OCTAVIUS MORGAN DISTINGUISHED SERVICE AWARD RECIPIENTS

Mr. McCauley explained that this service award is given to volunteers in recognition of individual efforts to advance the Board's mission, values, and strategic goals. He acknowledged two nominees that were recommended by the Board's examination staff, and explained their great contributions to

the California Supplemental Examination (CSE). Mr. McCauley stated he believed these individuals should be recognized.

Mr. McCauley reminded the Board of the Governor's memorandum, which prohibits the distribution of awards and plaques; he noted that the policy was established due to California's challenging fiscal climate. Mr. McCauley recalled Board members' earlier proposal to donate the cost of the award, but then reminded the Board of legal counsel's opinion that such an approach would not resolve the perception issue. Mr. Heller expressed dissatisfaction with the policy because, in his view, it prevents the Board from recognizing and thanking its committed volunteers for their efforts.

- **Jon Baker moved to approve that Hermelinda Zubiate and Loangle Newsome be awarded the Octavius Morgan Distinguished Service Award for 2013 and that the award be given to awardees as a "physical element of recognition" paid for by Board monies unless prohibited, in which case it will be paid directly by Board members.**

**Matt McGuinness seconded the motion.**

**The motion passed 7-0.**

H. CLOSED SESSION – DISCIPLINARY DECISIONS AND EXAM DEVELOPMENT ISSUES [CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTIONS 11126(C)(1) AND (3)]

The Board went into closed session to consider possible action on the:

- Closed Session Minutes of the September 12, 2013 Board meeting;
- Proposed enforcement decisions and stipulations; and
- CSE development and administration.

I. REVIEW AND APPROVE INTRA-AGENCY CONTRACT AGREEMENT FOR CSE OCCUPATIONAL ANALYSIS, NATIONAL EXAMINATION REVIEW, AND LINKAGE STUDY

Mr. Reinhardt introduced OPES Chief, Dr. Heidi Lincer-Hill, who delivered a presentation to the Board detailing the OA of architectural practice in California. Dr. Lincer-Hill informed the Board that OPES and Board staff worked collaboratively to develop an Intra-Agency Contract (IAC) agreement authorizing OPES to conduct the CSE OA, a psychometric review of the national examination development process, and linkage study.

Mr. Gutierrez inquired whether NCARB's process to conduct its Practice Analysis (PA) will be comparatively analyzed to that of California's OA [PA is synonymous with OA]. To help identify what is relevant to California, Dr. Lincer-Hill said that OPES intends to review NCARB's examination process and its PA against California's OA.

Mr. McCauley asked the Board for a motion authorizing the EO to execute an IAC with OPES and, subsequently, bring it to the Board in February 2014 for ratification.

- **Pasqual Gutierrez moved to approve the EO's request to execute an IAC with OPES to conduct the CSE OA, psychometric process review of the national examination, and linkage study and, subsequently, bring it to the Board for ratification.**

**Matt McGuinness seconded the motion.**

Mr. Baker asked about the financial implications of such a contract, to which Mr. McCauley explained that utilizing the service provided by OPES will cost the Board about half of what it would pay in the private marketplace; Mr. McCauley said the OA will cost approximately \$61,000.

**The motion passed 7-0.**

J. NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

Mr. McCauley shared that the Board's apprehensions regarding the new Mutual Recognition Agreement (MRA) [signed on June 16, 2013] between the Canadian Architectural Licensing Authorities (CALA) and NCARB have been resolved.

Mr. Reinhardt explained that, following the September Board meeting, staff contacted NCARB to seek clarification on whether the Board:

- 1) could require candidates under the MRA to take and pass the CSE prior to licensure;
- 2) would retain discretion to deny a license to an applicant that fails to satisfy disciplinary or criminal proceedings review; and
- 3) could require candidates to provide a Social Security Number or an Individual Taxpayer Identification Number.

Mr. Reinhardt reported that NCARB's responses were communicated to the EO with a recommendation from staff for the Board to sign the Letter of Undertaking. Ms. Voigt said, as more than half of all NCARB Member Boards have already become formal signatories to the Agreement, the MRA will become effective on January 1, 2014, regardless of whether or not the Board chooses to sign the Letter of Undertaking.

- **Jon Baker moved to give the President authority to sign the Letter of Undertaking in an endorsement of NCARB's efforts to continue its long-standing recognition of the exchange of professional credentials in support of cross-border practice with Canada.**

**Pasqual Gutierrez seconded the motion.**

Mr. McGuinness asked about the CSE requirement, to which Mr. McCauley replied that the Board can still require MRA candidates to successfully pass the CSE before licensure.

**The motion passed 7-0.**

Mr. Gutierrez provided the Board with an update on NCARB's November 8-9, 2013, Licensure Task Force (LTF) meeting. He said the three most important topics of discussion were:

- 1) Early access to the ARE;
- 2) Streamlining of IDP (in the context of duplication of experience requirements vs. examination); and
- 3) A partnership approach for an integrated process between the academies and licensing boards.

Mr. Baker shared his understanding that a number of schools of architecture were recently identified by NCARB that could potentially host a comprehensive degree pilot program; he asked whether there is a structured process already in place to develop pilot programs. Mr. Gutierrez said Integrated Degree Programs is a very hot topic and many other schools have conveyed strong interest in developing an innovative curriculum that simultaneously awards accredited degrees with a license to practice architecture.

The Board determined that it will continue to monitor Integrated Degree Program developments.

K. PRESENTATION BY SACRAMENTO ARCHITECTURAL COLLEGE ON AN INTEGRATED DEGREE PROGRAM AND POSSIBLE ACTION

Mr. McCauley announced that Umber Kazmi, Director of ARE Education for Funkaar Institute (a private examination preparation company), will not be present to deliver a presentation on establishing a new National Architectural Accrediting Board (NAAB)-accredited school in Sacramento. Mr. McCauley said he predicts Ms. Kazmi will, in due course, ask the Board to take a position on the proposal, which Mr. McCauley recommended the Board delay for the following reasons:

- 1) School is not yet established;
- 2) Funkaar Institute is a private, for-profit organization; and
- 3) Guidance from NCARB should first be considered.

Mr. McCauley outlined the vision for the Sacramento Architectural College (SAC), which was explained in greater detail in the SAC Concept Paper provided to the Board in the meeting packet. Mr. McCauley described some of the intricacies of SAC's proposed six-year program, which seeks to combine education, internship and examination, and ultimately culminates with a California architect license upon graduation. He said a logical goal for the LTF to pursue would be to build a highly integrated program that requires fewer than eight years to achieve licensure.

Mr. McCauley suggested that the Board first consider NCARB's perspective on the concept of Integrated Degree Programs, and then reflect on how the Board would like to see these programs develop in California. He also advised that the Board may need to amend the Architects Practice Act with a statutory provision which gives the Board authority to adopt regulations to amend its table of equivalents (alternative pathways to licensure).

Mr. Gutierrez expressed concern that implementing an innovative practice-based curriculum will be more complex in California because of its non-accredited degree pathways to licensure. Mr. Gutierrez said, in his view, the best approach going forward is to monitor the situation and recognize the efforts of institutions which present licensing innovations to the Board; however, Mr. Gutierrez stressed that the Board should be cautious about endorsing individual programs at this time. Mr. McCauley agreed with Mr. Gutierrez's comments, and said the Board could indicate support for a "comprehensive degree program" by adopting a statement of support for the concept of such a program instead of sponsoring or endorsing a particular organization's activities.

Mr. Baker said the concept of having a formal structure that all States abide by is ideal. He also identified the accreditation process as a significant issue that should be addressed. Mr. Baker agreed with Mr. McCauley's suggestion for the Board to adopt a policy position in support of this concept.

- **Jeffrey Heller moved to support the concept of an "integrated degree program" that synthesizes education, experience and examination, culminates with a degree and a license, and takes fewer than eight years to complete.**

**Jon Baker seconded the motion.**

**The motion passed 7-0.**

#### L. PROFESSIONAL QUALIFICATIONS (PQ) COMMITTEE REPORT

Mr. Baker provided the Board with an update on the activities which occurred at the PQ Committee meeting held via teleconference on October 23, 2013. He reported that the Committee voted to provide the Board with a recommendation for staff to draft a letter of support to NAAB regarding the *2014 Conditions for Accreditation (Conditions)* and its companion, *A Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Report (Guide)*.

According to Mr. Baker, due to time constraints associated with a December 1, 2013 deadline for providing comments to NAAB, the Executive Committee, at its November 5, 2013 meeting, in lieu of the Board, voted to approve PQ's recommendation to support the first draft of the *Conditions* and *Guide* as presented and send a letter of support to NAAB. Mr. Baker asked the Board to ratify the action taken by the Executive Committee.

- **Jon Baker moved to ratify the letter of support to NAAB dated November 7, 2013 concerning the first drafts of the *2014 Conditions for Accreditation* and *A Guide to the 2014 Conditions for Accreditation and Preparation of Architecture Program Report* publications.**

**Pasqual Gutierrez seconded the motion.**

**The motion passed 7-0.**

Mr. Baker reported that the PQ Committee discussed and made recommendations for the Board's consideration regarding two 2013 Strategic Plan objectives at its October meeting. He said the Committee:

- 1) Developed the criteria for the Broadly Experienced Design Professional program and presented it to NCARB; and
- 2) Determined that implementing an expedited application process and issuing reciprocal licenses for military spouses who temporarily reside in California without first passing the CSE is unacceptable.

Mr. Baker also reported that the Committee:

- 3) Received a report on the NCARB proposed changes to the IDP entry point and employment duration; and
- 4) Received a report on the NCARB 2012 PA.

#### M. EXECUTIVE COMMITTEE REPORT

Ms. Voigt provided the Board with an update on the activities which occurred at the Executive Committee meeting held via teleconference on November 5, 2013. She reported that the Committee:

- 1) Made recommendations for the Board's consideration relative to 2013 Strategic Plan objectives, specifically regarding:
  - Continuing education with California planning and building departments;
  - Board's liaison program; and
  - Candidate licensure process.
- 2) Approved the PQ's recommendation for the Board's consideration relative to comments regarding the NAAB's *2014 Conditions and Guide*.

Ms. Voigt requested a motion to approve the Committee's recommendation to memorialize Past President Marilyn Lyon's letter to planning departments, dated April 17, 2012, as a standard Board document on its website (*cab.ca.gov*).

- **Fermin Villegas moved to approve the Executive Committee's recommendation to memorialize Past President Marilyn Lyon's letter to planning departments, dated April 17, 2012, as a standard Board document on *cab.ca.gov*.**

**Jon Baker seconded the motion.**

**The motion passed 7-0.**

In recognition of the Committee's desire for the Board's liaison program to operate with greater efficiency, and, in an effort to limit the potential to communicate misinformation to the public during liaison speaking engagements, Ms. Voigt informed the Board that, at its

November meeting, the Committee developed the following recommendations for the Board's consideration:

- 1) Use quarterly reminders (to Board members from Board staff) regarding liaison reports;
- 2) Provide liaisons with bulleted points of information (background information, past correspondence, etc.) in conjunction with the quarterly reminder before contacting assigned organizations; and
- 3) Require liaisons to collaborate with Board staff when outreach efforts involve providing licensing information to candidates.

Board members and staff discussed liaison assignments and the new proposed requirement to include Board staff in developing/delivering presentations to students concerning licensing information. Mr. Baker stressed the importance of liaisons having access to talking points (for reference) prior to making contact with their assigned organizations.

- **Pasqual Gutierrez moved to approve the Executive Committee's recommendations to 1) begin the use of quarterly reminders to liaisons regarding reporting requirements, 2) provide liaisons with bulleted points of information in conjunction with the quarterly reminder prior to contacting assigned organizations, and 3) require liaisons to collaborate with Board staff when outreach efforts involve communicating licensing information to candidates.**

**Fermin Villegas seconded the motion.**

**The motion passed 7-0.**

Ms. Voigt reported that Committee members voted to recommend the Board approve a list of potential improvements to streamline the licensure process for candidates.

- **Pasqual Gutierrez moved to accept the Executive Committee's recommendation to approve the following list of potential improvements to streamline the licensure process for candidates:**
  - **Work with DCA on customization (to the extent possible) of BreZzE to provide candidates with an application process this is easy to navigate and follow;**
  - **Suggest efficiencies to NCARB when candidates are experiencing difficulty with an NCARB system, process, or program;**
  - **Work with NCARB to provide greater clarity in the information communicated to candidates regarding the implementation of new policies and rules related to its programs;**
  - **Support legislation aimed at streamlining the licensure process;**
  - **Explore pilot programs to integrate licensing into education (i.e., licensure upon graduation);**
  - **Align educational and work experience credit provisions in regulations with changes in the IDP; and**

- **Employ new technologies to communicate information to candidates relative to their individual Board record.**

**Fermin Villegas seconded the motion.**

**The motion passed 7-0.**

N. APPROVE ARCHITECT CONSULTANT CONTRACT

Leosha Eves informed the Board that a Request for Proposal for an architect consultant for fiscal years (FY) 2013/14 (partial), 2014/15, 2015/16, and 2016/17 (partial) was advertised on August 30, 2013 on the Department of General Services' (DGS) website. Ms. Eves announced that, following the evaluation process, on November 13, 2013, Mr. Williams was selected as the awardee for the architect consultant contract. She also stated that, as required by law, on November 21, 2013, the Notice of Intent to Award announcing Mr. Williams' selection was posted in the Board office. Ms. Eves asked the Board to ratify the architect consultant contract in anticipation of DGS approval.

- **Jon Baker moved to approve Barry N. Williams' architect consultant contract for FY 2013/14 (partial), 2014/15, 2015/16, and 2016/17 (partial), in anticipation of the DGS approval.**

**Jeffrey Heller seconded the motion.**

**The motion passed 7-0.**

O. COMMUNICATIONS COMMITTEE REPORT

Mel Knox provided the Board with an update on the Communications Committee meeting held via teleconference on October 1, 2013. He reported that the Committee:

- 1) Approved *California Architects* newsletter articles for future publication; and
- 2) Made recommendations for the Board's consideration concerning 2013 Strategic Plan objectives, specifically regarding:
  - Newsletter publication frequency and format;
  - Digital alternatives for school outreach; and
  - Promoting multiple pathways to licensure.

Mr. Knox informed the Board that, during the Committee's discussions related to the publication frequency and format of *California Architects*, the following recommendations materialized:

- 1) Leave the publication frequency as quarterly;
- 2) Change the publication format from an Adobe PDF document to an abridged HTML version; and
- 3) Begin an effort to expand the current "eNews" subscriber list.

Mr. Knox explained the benefits to these changes, which include:

- A reduction in steps currently required to view the content of *California Architects*;
- More accessible to the visually impaired (compliant with the Americans with Disabilities Act);
- The potential to produce editions of *California Architects* with greater frequency; and
- Helps maintain frequent communication with “eNews” subscribers.

Mr. Knox asked the Board to consider the Communications Committee’s recommendations concerning the 2013 Strategic Plan objective to explore different publication frequency and format for the Board’s *California Architects* newsletter.

- **Pasqual Gutierrez moved to approve the Communications Committee’s recommendations to 1) leave the publication frequency of *California Architects* as quarterly, 2) change the newsletter publication format from an Adobe PDF document to an abridged HTML version, and 3) begin an effort to expand the current “eNews” subscriber list.**

**Matt McGuinness seconded the motion.**

**The motion passed 7-0.**

Mr. Knox reported that, at the October meeting, the Committee found the most cost-effective approach to school outreach to be the use of screencasts. He explained to the Board that screencasts are recordings of online educational presentations, not to be confused with webinars, which are live presentations during which participating viewers can submit questions and comments. Mr. Knox noted that, currently, staff physically travels to school campuses to deliver presentations promoting licensure in California; he said that practice is neither the most cost-effective nor time-efficient.

Mr. Knox informed the Board that, during the Committee’s discussions concerning digital alternatives for school outreach, the following recommendations materialized:

- 1) Create screencasts designed to help students, candidates and schools understand and navigate the licensing process; and
- 2) Expand content beyond the Board’s website to include providing it on a video-sharing website (i.e., California Government YouTube) along with appropriate linking from the Board’s websites and linkage of appropriate social media.

Mr. Knox asked the Board to approve the Communications Committee’s recommendations regarding the 2013 Strategic Plan objective to explore digital alternatives for outreach to schools.

- **Matt McGuinness moved to approve the Communications Committee’s recommendations to 1) create screencasts designed to help students, candidates and schools understand and navigate the licensing process, and 2) expand content beyond the Board’s website to include providing it on a video-sharing website along with**

**appropriate linking from the Board’s websites and linkage of appropriate social media.**

**Jon Baker seconded the motion.**

**The motion passed 7-0.**

Mr. Knox advised that the Board currently promotes multiple pathways for candidates to achieve licensure in California by:

- Delivering “Path to Licensure” presentations at accredited California schools of architecture; and
- Maintaining a career website at *architect.ca.gov*.

Mr. Knox informed the Board that, given the historical challenges to reach 1) community colleges with architecture or related programs, 2) career centers at public colleges and universities, and 3) high school career centers or programs, the Committee made a recommendation for the Board’s consideration to broaden the Board’s approach to promote multiple pathways to licensure to include mass mailings and e-mails directed to these target groups.

Mr. Knox asked the Board to consider the Communications Committee’s recommendations regarding the 2013 Strategic Plan objective to promote multiple pathways to licensure.

Given the increased populations of veterans seeking career direction upon completing military service obligations, Mr. Gutierrez recommended including Veteran Affairs (VA) counseling centers to the list of target groups.

- **Jon Baker moved to approve the Communications Committee’s recommendation to broaden the Board’s approach to promote multiple pathways to licensure to include mass mailings and e-mails directed to the following target groups:**
  - **Presidents, deans, and chairs of community colleges with architecture or related programs;**
  - **Career centers at public and private colleges and universities;**
  - **High school career centers or programs; and**
  - **VA counseling centers.**

**Matt McGuinness seconded the motion.**

**The motion passed 7-0.**

P. UPDATE ON NOVEMBER 7, 2013 LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE MEETING

Trish Rodriguez provided an update on the LATC meeting held via teleconference on November 7, 2013. She informed the Board that Committee members selected new

leadership for the remainder of FY 2013/14; Andrew Bowden had been elected Chair, while David Taylor had been elected Vice Chair. Ms. Rodriguez also reported that Stephanie Landregan announced her election as Council of Landscape Architectural Registration Boards President.

According to Ms. Rodriguez, the Committee discussed Landscape Architect Registration Examination candidates in California and their performance on the new exam in comparison to the rest of the nation. She said that, at the Committee's request, staff is preparing a letter to California schools of landscape architecture for the purpose of reminding administrators and students of the importance of education in one's pursuit of licensure.

Ms. Rodriguez reported that, at the November meeting, the Committee also discussed 2013/15 Strategic Plan objectives regarding:

- Reciprocity requirements of other states to determine possible changes to California requirements to improve efficiencies; and
- Possibility of expanding eligibility requirements to allow credit for teaching under a licensed landscape architect.

Finally, Ms. Rodriguez informed the Board that, in April 2013, the LATC approved the Extension Certificate Programs in landscape architecture for UC Los Angeles and UC Berkeley. She explained that, during the LATC site review at UC Los Angeles, administrators conveyed interest in altering its curriculum from a four-year program to a three-year program, beginning in the fall of 2014. Consequently, according to Ms. Rodriguez, the site review team will reconvene to assess the proposed academic changes. She said the UC Los Angeles Extension Certificate Program is expected to provide a voluntary report on its request for a three-year curriculum in landscape architecture after the end of the calendar year. Ms. Rodriguez reported that staff received direction from the Committee to reconvene with the UC Los Angeles site review team, which she anticipates will transpire via teleconference sometime in February 2014.

Q. CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

Board President Sheran Voigt called the meeting to order on December 5, 2013 at 2:00 p.m. and Board Secretary, Pasqual Gutierrez, called roll.

Board Members Present

Sheran Voigt, President  
Pasqual Gutierrez, Secretary  
Jon Alan Baker  
Jeffrey Heller  
Sylvia Kwan  
Matt McGuinness  
Nilza Serrano  
Fermin Villegas

Board Members Absent

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Guests Present

Kurt Cooknick, Director of Regulation and Practice, AIACC  
Heidi Lincer-Hill, Ph.D., Chief, DCA OPES

Staff Present

Doug McCauley, Executive Officer  
Vickie Mayer, Assistant Executive Officer  
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Trish Rodriguez, Program Manager, LATC  
Mel Knox, Administration Analyst  
Leosha Eves, Enforcement Officer  
Bob Carter, Architect Consultant  
Don Chang, Assistant Chief Counsel, DCA  
Rebecca Bon, Staff Counsel, DCA

Six members of the Board present constitute a quorum. There being seven present at the time of roll, a quorum was established.

R. PRESIDENT'S REMARKS

There were no remarks from the President.

S. PUBLIC COMMENT SESSION

There were no comments from the public.

T. JOINT MEETING WITH NCARB BOARD OF DIRECTORS

NCARB President, Blake Dunn, thanked the California Architects Board for holding a joint meeting with his Board of Directors, and recognized the historical significance of this occasion as the first time NCARB and one of its member Boards have assembled together. Ms. Voigt welcomed NCARB to California. Mr. McCauley informed NCARB that the Board's Sunset Review Report for 2010 has been distributed and is available as a reference to any questions about the history and function of the Board.

The Boards' discussions were focused on the following strategic initiatives:

*ARE 5.0*

NCARB informed the Board that it had approved the test specification and division structures for the new ARE, which is scheduled for release in late 2016. NCARB indicated that the new examination format is designed to be a more realistic reflection of architectural activities, as well as psychometrically valid, legally defensible, and financially sustainable. The six divisions of ARE 5.0 are:

- Practice Management;
- Project Management;
- Programming & Analysis;

- Project Planning & Design;
- Project Development & Documentation; and
- Construction & Evaluation.

*NCARB's Intern Development Program Special Project*

NCARB updated the Board on its plans to overhaul IDP. NCARB informed the Board that an internal special project team had been organized to: 1) explore options to streamline IDP with the goal of expediting the completion of the program without diminishing its rigor or effectiveness, and 2) proactively consider the nature of IDP to ensure relevance to the realities of practice in the architectural profession.

*NCARB's Broadly Experienced Architect Special Project*

NCARB updated the Board on its plans to overhaul the Broadly Experienced Architect and BEFA programs. Since they are heavily subsidized by NCARB and cumbersome for applicants to complete, NCARB informed the Board that an internal special project team had been organized to consider ways to reduce the burden and cost of the programs.

*NCARB's Licensure Task Force (LTF)*

NCARB updated the Board on the activities of its LTF, which is investigating a pilot program that combines education, internship, and examination and would ultimately culminate with licensure upon graduation. According to NCARB, LTF is studying each of the components of licensure to identify overlaps and create a pilot program that maintains current standards, removes redundancy without the loss of rigor, and engages the profession to create a more integrated and collaborative process.

*MRA between NCARB and CALA*

The Board informed NCARB that its questions regarding the new MRA between the CALA and NCARB have been sufficiently addressed. The Board announced that it voted to sign the Letter of Undertaking in an endorsement of NCARB's efforts to continue its long-standing recognition of the exchange of professional credentials in support of cross-border practice with Canada.

U. CLOSED SESSION (IF NECESSARY) – EXAM DEVELOPMENT ISSUES [CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 11126(C)(1)]

There were no items discussed under closed session.

V. ADJOURNMENT

The meeting adjourned at approximately 4:00 p.m.

W. CALL TO ORDER – ROLL CALL – ESTABLISHMENT OF A QUORUM

Board President Sheran Voigt called the meeting to order on December 6, 2013 at 8:37 a.m. and Board Secretary, Pasqual Gutierrez, called roll.

Board Members Present

Sheran Voigt, President  
Pasqual Gutierrez, Secretary  
Jon Alan Baker  
Jeffrey Heller (arrived at 8:40 a.m.)  
Sylvia Kwan  
Matt McGuinness  
Nilza Serrano  
Fermin Villegas

Board Members Absent

Hraztan Zeitlian, Vice President  
Chris Christophersen

Guests Present

Kurt Cooknick, Director of Regulation and Practice, AIACC  
Terrie Meduri, Facilitation Specialist, DCA Strategic Organization, Leadership, and Individual Development (SOLID)  
Tom Roy, Facilitation Specialist, DCA SOLID

Staff Present

Doug McCauley, Executive Officer  
Vickie Mayer, Assistant Executive Officer  
Marcus Reinhardt, Program Manager, Examination/Licensing Unit  
Trish Rodriguez, Program Manager, LATC  
Mel Knox, Administration Analyst  
Leosha Eves, Enforcement Officer  
Bob Carter, Architect Consultant  
Don Chang, Assistant Chief Counsel, DCA  
Rebecca Bon, Staff Counsel, DCA

Six members of the Board present constitute a quorum. There being seven present at the time of roll, a quorum was established.

X. PUBLIC COMMENT SESSION

There were no comments from the public.

Y. STRATEGIC PLANNING SESSION

Ms. Voigt introduced Terrie Meduri and Tom Roy from SOLID, who facilitated the Board's strategic planning session. Mr. Roy and Ms. Meduri lead the Board through its review of accomplishments for 2013, its mission, values, and strategic goals, which assisted members in developing objectives for 2014.

SOLID will update the Strategic Plan with changes made during this session, and the Board will review and finalize the plan at its next meeting, tentatively scheduled for February 25, 2014.

Z. REVIEW OF SCHEDULE

Mr. McCauley identified the following dates in 2014 for Board meetings:

- February 25, 2014;
- June 12, 2014;
- September 10 (or 12), 2014; and
- December 3-4 (or 10-11), 2014.

The meeting adjourned at approximately 1:00 p.m.