

California Architects Board
Board Meeting
November 6, 2025





Board Members

Ron Jones, President
Robert C. Pearman, Jr.,
Vice President
Victoria Brash, Secretary
Tian Feng
Leonard Manoukian
Amanda Steidlmayer
Fuad Sweiss
Charles "Sonny" Ward, III

NOTICE OF PUBLIC MEETING

**The California Architects Board (Board) will meet at
10:00 a.m., on Thursday, November 6, 2025**

**In accordance with Government Code section 11123.2,
the Board will conduct this meeting in person and via Webex.**

Physical Location:

Department of Consumer Affairs – Evergreen Office
Hearing Room 1150
2005 Evergreen Street
Sacramento CA, 95815

To access the Webex event, attendees will need to click the following link and enter their first name, last name, email, and the event password listed below:

[Click here to join the meeting](#)

If joining using the link above

Webinar number: 2488 419 0461

Webinar password: CAB116

If joining by phone

+1-415-655-0001 US Toll

Access code: 2488 419 0461

Passcode: 222116

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the Webex platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXX@mailinator.com

(Continued)

AGENDA

10:00 a.m. to 2:00 p.m.
(or until completion of business)

ACTION MAY BE TAKEN ON ANY ITEM LISTED ON THIS AGENDA.

- A. Call to Order / Roll Call / Establishment of a Quorum
- B. President's Procedural Remarks and Board Member Introductory Comments
- C. Public Comment on Items Not on the Agenda

The Board may not discuss or act on any item raised during this public comment section, except to decide whether to place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).
- D. Update from the Department of Consumer Affairs (DCA) and Discussion of Same
- E. Budget Update from the DCA Budget Office and Discussion of Same
- F. Hearing on Petition for Reduction of Probation – Jerry Dohn - will be held at 10:30 a.m.
- G. Presentation and Discussion on Artificial Intelligence and Regulatory Oversight of an Emerging Technology – Brian Soublet, Retired Chief Deputy Director, Chief Counsel and California Department of Motor Vehicles
- H. Review, Discussion, and Possible Action on August 21, 2025, Board Meeting Minutes
- I. Update and Discuss National Council of Architectural Registration Boards (NCARB)
 - 1. Update and Discuss Education, Experience and Examination Committee Meetings
- J. Update and Discussion on Board Committees
 - 1. October 21, 2025, Landscape Architects Technical Committee (LATC) Meeting
 - a) Review, Discuss, and Possibly Take Action on LATC Recommendation Regarding Approval of the UC Los Angeles Extension Certificate Program
- K. Executive Officer's Report and Discussion: Board's Administration / Management, Examination, Licensing, and Enforcement Programs
- L. Legislative Update and Discussion
 - 1. AB 667 (Solache) License Examinations: Interpreters
 - 2. AB 671 (Wicks) Accelerated Restaurant Building Plan Approval
 - 3. AB 742 (Elhawary) Licensing: Applicants Who Are Descendants of Slaves

4. AB 759 (Valencia) Architects in Training
5. AB 1341 (Hoover) Building Law Violations
6. SB 641 (Ashby) States of Emergency: Waivers and Exemptions

M. Regulations Update

1. Consideration of, Discussion, and Possible Action on Proposed Amendments to California Code of Regulations (CCR), Title 16, Division 2, Article 1, section 103 (Delegation of Certain Functions)

N. Discussion and Possible Action Regarding Future Board Meeting Dates

O. Election of 2026 Board Officers

P. Closed Session - Pursuant to Government Code sections 11126(c)(3), the Board Will Meet in Closed Session to:

1. Deliberate and Vote on Disciplinary Matters
2. Approve February 20, 2025, closed session minutes

Q. Adjournment

All times are approximate and subject to change. The meeting may be cancelled or shortened without notice. Any item may be taken out of order to accommodate speaker(s) and/or to maintain quorum. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

The Board plans to webcast the meeting on the Department of Consumer Affairs' website at <https://thedcapage.blog/webcasts>. Webcast availability cannot be guaranteed due to limitations on resources or technical difficulties. The meeting will not be cancelled if webcast is not available. Meeting adjournment may not be webcast if adjournment is the only item that occurs after a closed session.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

A person who would like more information about the meeting or needs a disability-related accommodation or modification to participate in the meeting may ask questions about the meeting or make a disability-related accommodation request by contacting:

Person: Nailea Cortez

Telephone: (916) 575-7236

Email: Nailea.Cortez@dca.ca.gov

Telecommunications Relay Service: Dial 711

California Architects Board
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

Mailing Address:

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Meeting notices and related materials are available online at:

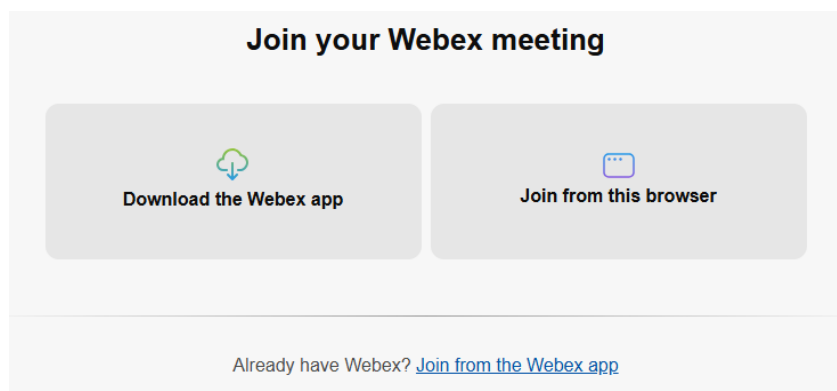
<https://cab.ca.gov/about/meetings> (Government Code section 11125(a)).

Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5510.15).

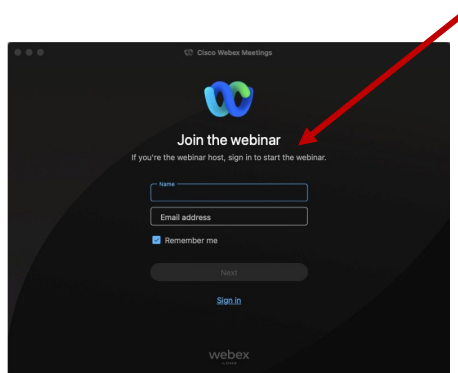
Recommended: Join using the meeting link.

- 1 Click on the meeting link. This can be found in the meeting notice you received and is on the meeting agenda.
- 2 If you already have Webex on your device, click the bottom instruction, "Join from the Webex app."

If you have **not** previously used Webex on your device, your web browser will offer "Download the Webex app." Follow the download link and follow the instructions to install Webex.



- 3 Enter your name and email address*. Click "Next."
Accept any request for permission to use your microphone and/or camera.



*Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative as well as a fictitious email address like in the following sample format: XXXXX@mailinator.com.

Alternative 1. Join from Webex.com

- 1 Click on “Join a Meeting” at the top of the Webex window.



- 2 Enter the meeting/event number and click “Continue.” Enter the event password and click “OK.” This can be found in the meeting notice you received or on the the meeting agenda.

A screenshot of the 'Enter the meeting number' form. It features the Webex logo at the top, followed by the text 'Enter the meeting number' with a help icon. Below this is a text input field labeled 'Meeting number' which is highlighted with a red rectangular box. A red arrow points to the 'Continue' button below the input field.

To view more information about the event, enter the event password.

A screenshot of the 'Enter the event password' form. It shows the text 'Event number: 2482 000 5913' above a text input field labeled 'Enter the event password', which is highlighted with a red rectangular box. A red arrow points to the 'OK' button below the input field.

- 3 The meeting information will be displayed. Click “Join Event.”

< Back to List

Meeting Name

Jones, Shelly@DCA | 9:45 AM - 9:55 AM | Thursday, Oct 14 2021 |
(UTC-07:00) Pacific Time (US & Canada)



Join Event



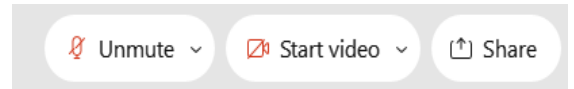
OR

Alternative 2. Connect via Telephone



You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice or on the agenda.

Microphone control (mute/unmute button) is located at the bottom of your Webex window.



Green microphone = Unmuted: People in the meeting can hear you.



Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator invites them to unmute their microphone. Only panelists will be offered starting their video camera.

Attendees/Members of the Public

Joined via Meeting Link

The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.



Joined via Telephone (Call-in User)



- When you are asked to unmute yourself, press *6.
- When you are finished speaking, press *6 to mute yourself again.

If you cannot hear or be heard

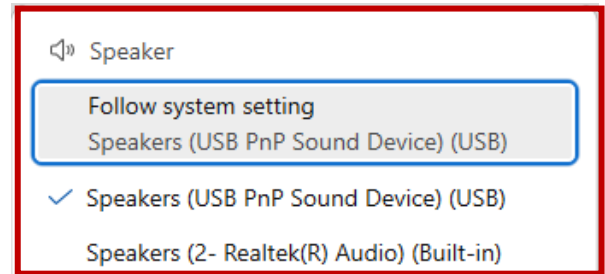
1 Click on the bottom facing arrow located on the Mute/Unmute button at the bottom of the Webex window.



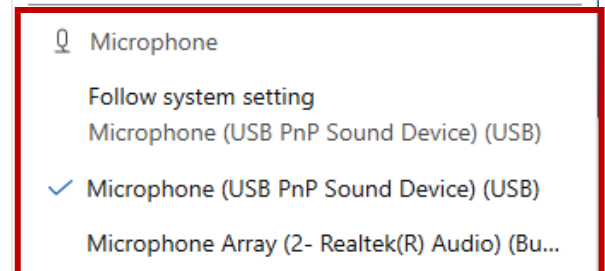
2 From the drop-down menu, select different:

- A. Speaker options if **you can't hear** participants.
- B. Microphone options if **participants can't hear you**.
- C. Audio settings will offer testing of your devices, and let you choose a different device.

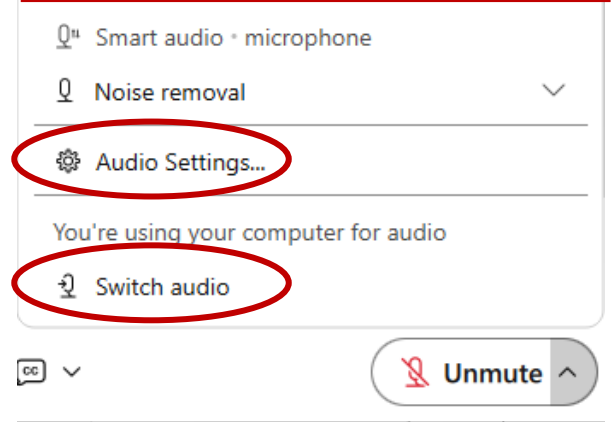
A



B

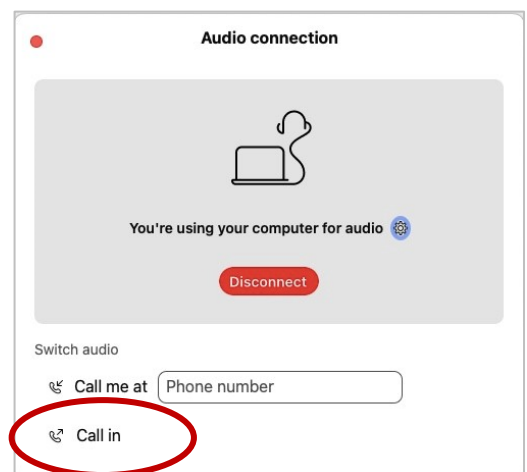


C



3 To link your phone to your Webex session, enabling your phone to become your microphone and speaker source:

- Click on "Switch audio".
- Select "Call in", which will show the phone number to call and the meeting login information.



Joined via Meeting Link

- Locate the hand icon at the bottom of the Webex window.
- Click the hand icon to raise your hand.
- Repeat this process to lower your hand.



The moderator will call you by name and indicate a request has been sent to unmute your microphone.

Upon hearing this prompt:

Click the Unmute me button on the pop-up box that appears.

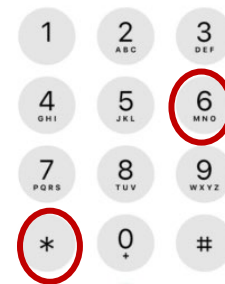


Joined via Telephone (Call-in User)

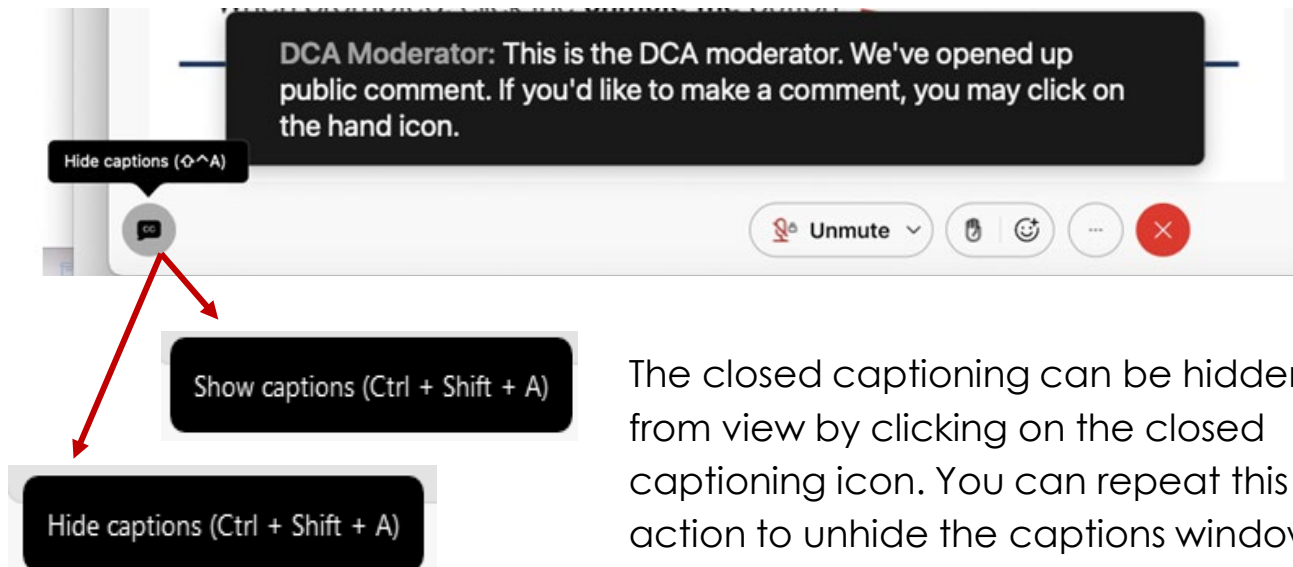


Press *3 to raise or lower your hand.

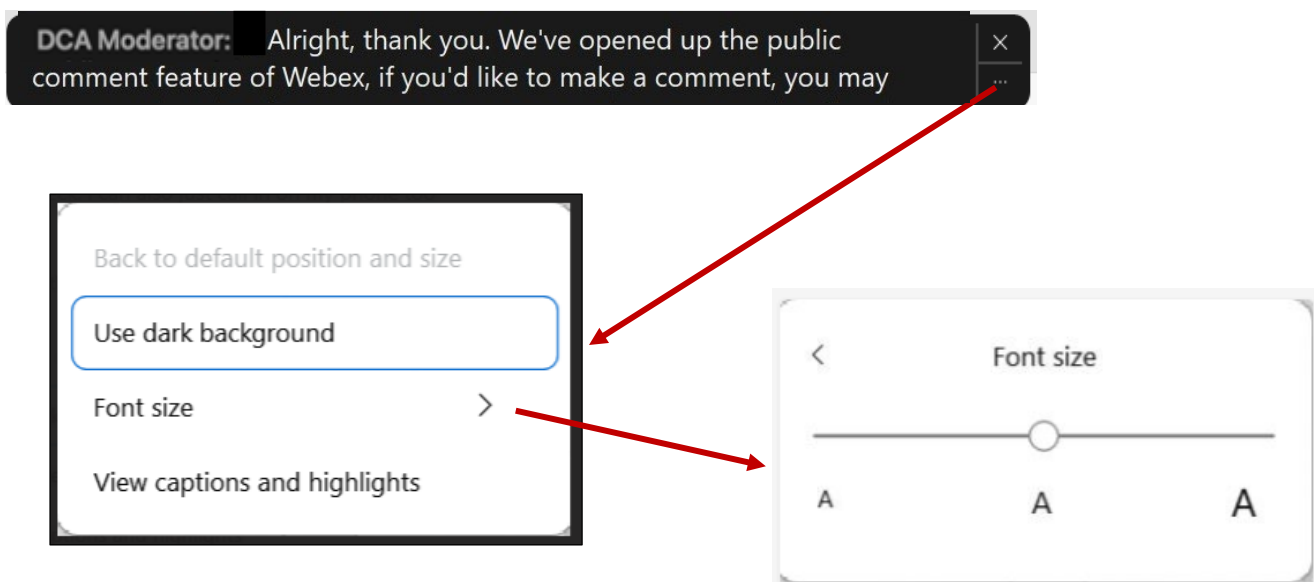
- When you are asked to unmute yourself, press *6.
- When you are finished speaking, press *6 to mute yourself again.



Webex provides real-time closed captioning displayed in a dialog box in your Webex window. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.



Department of Consumer Affairs

Expenditure Projection Report

California Architects Board

Reporting Structure(s): 11110310 Support

Fiscal Month: 2

Fiscal Year: 2025 - 2026

Run Date: 10/15/2025

PERSONAL SERVICES

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5100	PERMANENT POSITIONS	\$1,822,000	\$1,637,723	\$1,861,000	\$137,683	\$270,671	\$0	\$270,671	\$1,688,106	\$172,894
5100	TEMPORARY POSITIONS	\$0	\$344	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5105-5108	PER DIEM, OVERTIME, & LUMP SUM	\$10,000	\$3,164	\$10,000	\$200	\$200	\$0	\$200	\$4,136	\$5,864
5150	STAFF BENEFITS	\$1,051,000	\$982,290	\$1,061,000	\$85,978	\$176,840	\$0	\$176,840	\$1,102,908	-\$41,908
	PERSONAL SERVICES	\$2,883,000	\$2,623,521	\$2,932,000	\$223,861	\$448,048	\$0	\$448,048	\$2,795,150	\$136,850

OPERATING EXPENSES & EQUIPMENT

Fiscal Code	Line Item	PY Budget	PY FM13	Budget	Current Month	YTD	Encumbrance	YTD + Encumbrance	Projections to Year End	Balance
5301	GENERAL EXPENSE	\$59,000	\$16,606	\$59,000	\$5,468	\$6,180	\$531	\$6,711	\$19,300	\$39,700
5302	PRINTING	\$20,000	\$9,933	\$20,000	\$0	\$0	\$3,484	\$3,484	\$8,511	\$11,489
5304	COMMUNICATIONS	\$9,000	\$2,242	\$9,000	\$2	\$2	\$108	\$109	\$3,661	\$5,339
5306	POSTAGE	\$40,000	\$10,176	\$40,000	\$0	\$0	\$0	\$0	\$10,176	\$29,824
53202-204	IN STATE TRAVEL	\$37,000	\$21,223	\$37,000	\$0	\$0	\$0	\$0	\$21,223	\$15,777
53206-208	OUT OF STATE TRAVEL	\$0	\$708	\$0	\$0	\$0	\$0	\$0	\$708	-\$708
5322	TRAINING	\$6,000	\$1,000	\$6,000	\$0	\$0	\$0	\$0	\$1,000	\$5,000
5324	FACILITIES	\$195,000	\$209,217	\$195,000	\$17,111	\$34,222	\$172,392	\$206,614	\$214,478	-\$19,478
53402-53403	C/P SERVICES (INTERNAL)	\$110,000	\$110,389	\$92,000	\$4,550	\$4,550	\$0	\$4,550	\$114,344	-\$22,344
53404-53405	C/P SERVICES (EXTERNAL)	\$503,000	\$171,478	\$378,000	\$6,963	\$6,963	\$49,412	\$56,375	\$127,664	\$250,336
5342	DEPARTMENT PRORATA	\$1,079,000	\$940,861	\$1,085,000	\$0	\$271,250	\$0	\$271,250	\$1,056,000	\$29,000
5342	DEPARTMENTAL SERVICES	\$0	\$55,167	\$0	\$138	\$138	\$0	\$138	\$145,967	-\$145,967
5344	CONSOLIDATED DATA CENTERS	\$14,000	\$14,134	\$14,000	\$0	\$0	\$0	\$0	\$14,841	-\$841
5346	INFORMATION TECHNOLOGY	\$83,000	\$108,845	\$75,000	\$31	\$31	\$31,271	\$31,302	\$52,238	\$22,762
5362-5368	EQUIPMENT	\$18,000	\$29,762	\$27,000	\$0	\$0	\$69,378	\$69,378	\$69,378	-\$42,378
54	SPECIAL ITEMS OF EXPENSE	\$0	\$2,934	\$0	\$0	\$0	\$0	\$0	\$2,934	-\$2,934
57	INTERNAL COST RECOVERY	-\$26,000	-\$26,000	-\$26,000	\$0	\$0	\$0	\$0	-\$26,000	\$0
	OPERATING EXPENSES & EQUIPMENT	\$2,147,000	\$1,678,675	\$2,011,000	\$34,261	\$323,335	\$326,578	\$649,912	\$1,836,424	\$174,576

OVERALL TOTALS	\$5,030,000	\$4,302,197	\$4,943,000	\$258,123	\$771,382	\$326,578	\$1,097,960	\$4,631,573	\$311,427
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REIMBURSEMENTS	-\$5,000	-\$10,000	-\$5,000					-\$5,000	
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OVERALL NET TOTALS	\$5,025,000	\$4,292,197	\$4,938,000	\$258,123	\$771,382	\$326,578	\$1,097,960	\$4,626,573	\$311,427
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ESTIMATED TOTAL NET ADJUSTMENTS	-\$156,000		-\$156,000						
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OVERALL NET TOTALS	\$4,869,000	\$4,292,197	\$4,782,000	\$258,123	\$771,382	\$326,578	\$1,097,960	\$4,626,573	\$155,427
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3.25%

Department of Consumer Affairs
Revenue Projection Report

Reporting Structure(s): 11110310 Support
Fiscal Month: 2
Fiscal Year: 2025 - 2026
Run Date: 10/15/2025

Revenue

Fiscal Code	Line Item	Budget	July	August	Year to Date	Projection To Year End
	Delinquent Fees	\$66,000	\$6,600	\$5,400	\$12,000	\$66,800
	Other Regulatory Fees	\$24,000	\$10,200	\$8,825	\$19,025	\$58,534
	Other Regulatory License and Permits	\$626,000	\$53,250	\$54,927	\$108,177	\$526,834
	Other Revenue	\$114,000	\$0	\$300	\$300	\$100,094
	Renewal Fees	\$4,852,000	\$687,800	\$639,900	\$1,327,700	\$4,345,443
	Revenue	\$5,682,000	\$757,850	\$709,352	\$1,467,202	\$5,097,704

0706 - California Architects Board Fund Analysis of Fund Condition
(Dollars in Thousands)
2025 Budet Act With FM 2 Projections and 2024-25 actuals

Prepared 10.24.2025

	Actual 2024-25	CY 2025-26	BY 2026-27	BY +1 2027-28	BY +2 2028-29
BEGINNING BALANCE	\$ 3,874	\$ 3,269	\$ 3,385	\$ 1,946	\$ 1,954
Prior Year Adjustment	\$ -6	\$ -	\$ -	\$ -	\$ -
Adjusted Beginning Balance	\$ 3,868	\$ 3,269	\$ 3,385	\$ 1,946	\$ 1,954
REVENUES, TRANSFERS AND OTHER ADJUSTMENTS					
Revenues					
4121200 - Delinquent fees	\$ 27	\$ 67	\$ 28	\$ 66	\$ 28
4127400 - Renewal fees	\$ 3,249	\$ 4,345	\$ 3,422	\$ 4,852	\$ 3,422
4129200 - Other regulatory fees	\$ 65	\$ 59	\$ 24	\$ 24	\$ 24
4129400 - Other regulatory licenses and permits	\$ 589	\$ 527	\$ 499	\$ 626	\$ 499
4163000 - Income from surplus money investments	\$ 137	\$ 97	\$ 29	\$ 29	\$ 3
4171400 - Escheat of unclaimed checks and warrants	\$ 6	\$ 3	\$ -	\$ -	\$ -
Totals, Revenues	\$ 4,073	\$ 5,098	\$ 4,002	\$ 5,597	\$ 3,976
TOTALS, REVENUES, TRANSFERS AND OTHER ADJUSTMENTS	\$ 4,073	\$ 5,098	\$ 4,002	\$ 5,597	\$ 3,976
TOTAL RESOURCES	\$ 7,941	\$ 8,367	\$ 7,387	\$ 7,543	\$ 5,930
Expenditures:					
1111 Department of Consumer Affairs Regulatory Boards, Bureaus, Divisions (State Operations)	\$ 4,292	\$ 4,632	\$ 5,086	\$ 5,239	\$ 5,396
9892 Supplemental Pension Payments (State Operations)	\$ 25	\$ -	\$ -	\$ -	\$ -
9900 Statewide General Administrative Expenditures (Pro Rata) (State Operations)	\$ 355	\$ 350	\$ 355	\$ 350	\$ 355
TOTALS, EXPENDITURES AND EXPENDITURE ADJUSTMENTS	\$ 4,672	\$ 4,982	\$ 5,441	\$ 5,589	\$ 5,751
FUND BALANCE					
Reserve for economic uncertainties	\$ 3,269	\$ 3,385	\$ 1,946	\$ 1,954	\$ 179
Months in Reserve	7.9	7.5	4.2	4.1	0.4

- NOTES:
1. Assumes workload and revenue projections are realized in BY and ongoing.
 2. Expenditure growth projected at 3% beginning BY.

DRAFT MEETING MINUTES CALIFORNIA ARCHITECTS BOARD

August 21, 2025
Oakland, CA

ITEMS ARE PRESENTED IN THE ORDER THEY WERE DISCUSSED, AS SOME
ITEMS WERE TAKEN OUT OF ORDER

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

On August 21, 2025, Board President Ron Jones called the meeting to order at 10:00 a.m. and Secretary Victoria Brash called the roll.

Board Members Present

Ron Jones, President
Robert Pearman, Vice President
Victoria Brash, Secretary
Tian Feng
Leonard Manoukian
Charles "Sonny" Ward

Six members of the Board present constitutes a quorum; a quorum was established.

Board Staff Present

Laura Zuniga, Executive Officer
Jesse Laxton, Assistant Executive Officer
Kourtney Fontes, Administration Manager
Kimberly McDaniel, LATC Program Manager
Timothy Rodda, Regulations Manager
Nailea Cortez, Human Resources Liaison

DCA Staff Present

Helen Geoffroy, Legal Affairs Attorney III

Guests Present

Mandy Freeland, American Institute of Architects (AIA) California
Becky Opsata, Laney College President
Scott Terrell, AIA California
Barry Yu, Laney College Chairman of Architecture Department

B. PRESIDENT'S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS

President Jones opened the meeting and stated that all motions and seconds will be repeated for the record and votes on motions will be taken by roll call.

Public Comments: There were no public comments.

C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Public Comments: There were no public comments.

D. UPDATE FROM THE DEPARTMENT OF CONSUMER AFFAIRS (DCA)

Laura Zuniga presented an update on the Governor's Reorganization Plan to split DCA's oversight agency, the Business, Consumer Services and Housing Agency, into two separate agencies. Ms. Zuniga also presented updates on DCA's Telework Policy, recent travel guidance, and Annual Report.

Public Comments: There were no public comments.

F. REVIEW AND POSSIBLE ACTION ON JUNE 5, 2025, BOARD MEETING MINUTES

Robert Pearman moved to approve the June 5, 2025, minutes.

Victoria Brash seconded the motion.

Public Comments: There were no public comments.

Members Jones, Brash, Feng, Manoukian, Pearman, and Ward voted in favor of the motion. Motion passed 6-0.

G. UPDATE AND DISCUSSION ON COMMITTEE MEETINGS OF THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

Ms. Zuniga stated that she is currently on the Credentials Committee. Tian Feng provided an update on NCARB Board of Directors activity. Victoria Brash provided an update on the Research and Development Subcommittee. President Jones encouraged Board members to continue volunteering for NCARB.

Public Comments: There were no public comments.

H. UPDATE ON COMMITTEES

Kimberly McDaniel presented an update on the July 24, 2025, LATC meeting and answered questions posed by members of the Board.

Secretary Brash provided an update on the July 24, 2025, Professional Qualifications Committee meeting. Mr. Feng asked about the discussion related to artificial intelligence (AI). Ms. Zuniga shared that the Professional Qualifications Committee discussed AI recently and the Board might have further discussion at its November meeting. President Jones encouraged Board members to review AIA efforts related to AI. He stated that the Communications Committee is recruiting an additional member.

Public Comments: There were no public comments.

E. PRESENTATION ON THE ARCHITECTURE PROGRAM AT LANEY COLLEGE – BARRY YU, CHAIRMAN, LANEY COLLEGE ARCHITECTURE DEPARTMENT

Barry Yu presented an overview of the Laney College Architecture Program and answered questions posed by members of the Board.

Public Comments: There were no public comments.

I. EXECUTIVE OFFICER'S REPORT

Ms. Zuniga reported on the Board's budget, business modernization project, personnel updates, outreach efforts, regulation changes, examination statistics, and enforcement activity. Ms. Zuniga answered questions posed by members of the Board.

Public Comments: Barry Yu recommended encouraging architecture schools to offer testing courses as a requirement.

J. LEGISLATIVE UPDATE

Ms. Zuniga presented summaries of AB 667, AB 671, AB 742, AB 759, AB 1341, and SB 641. Ms. Zuniga answered questions posed by members of the Board.

Charles Ward moved to allow President Jones to prepare a response to AB 667 on behalf of the Board.

Victoria Brash seconded the motion.

Public Comments: Scott Terrell shared that AIA did not take a position on AB 667.

Members Jones, Brash, Feng, Manoukian, Pearman, and Ward voted in favor of the motion. Motion passed 6-0.

The Board discussed impacts of AB 759.

Public Comments: Scott Terrell highlighted technical updates included in AB 759 (Valencia) Architects in Training and explained AIA California's intention for AB 759. Mandy Freeland expressed support of AB 759.

K. REGULATIONS UPDATE

1. Consideration of and Possible Action on Proposed Amendments to California Code of Regulations (CCR), Title 16, Division 2, Article 1, section 103 (Delegation of Certain Functions)

Timothy Rodda directed Board members to the proposed amendments to 16 CCR 103 (Delegation of Certain Functions). Mr. Rodda and Ms. Zuniga answered questions posed by members of the Board. Mr. Pearman recommended that the Board review the proposal at a future meeting and confirm what functions can be performed by the Assistant Executive Officer.

Public Comments: There were no public comments.

2. Consideration of and Possible Action on Proposed Amendments to CCR Title 16, Division 2, Article 2, section 111 (Review of Applications)

Mr. Rodda explained the proposed amendments to 16 CCR 111 (Review of Applications).

Tian Feng moved to approve the proposed regulatory text for Section 111, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.

If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 111 as noticed.

Leonard Manoukian seconded the motion.

Public Comments: There were no public comments.

Members Jones, Brash, Feng, Manoukian, Pearman, and Ward voted in favor of the motion. Motion passed 6-0.

L. REVIEW OF FUTURE BOARD MEETING DATES

The Board discussed future Board and Committee meeting dates.

Public Comments: There were no public comments.

M. CLOSED SESSION

No closed session.

N. ADJOURNMENT

The meeting adjourned at 12:59 p.m.



NOTICE OF MEETING Landscape Architects Technical Committee

LATC MEMBERS

Pamela S. Brief, Chair
Patricia M. Trauth, Vice Chair
Martin Armstrong
Susan M. Landry
Jon S. Wreschinsky

***Action may be
taken on any
item listed on
the agenda.***

**The Landscape Architects Technical Committee
(LATC or Committee) will meet at
at 10 a.m., on October 21, 2025**

The in-person location for this meeting is:

**Merritt College
12500 Campus Drive
Oakland, CA 94619
Building H – Landscape Horticulture**

AGENDA

10 a.m. to 5 p.m.
(or until completion of business)

Action may be taken on any item listed below.

- A. Call to Order – Roll Call – Establishment of a Quorum
- B. Chair's Procedural Remarks and Committee Member Introductory Comments
- C. Public Comment on Items Not on the Agenda

The Committee may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Committee's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

- D. Update from the Department of Consumer Affairs (DCA) and Discussion of Same
- E. Budget Update from DCA Budget Office and Discussion of Same
- F. Review, Discussion, and Possible Action to Approve July 24, 2025, LATC Meeting Minutes
- G. Merritt College Landscape Horticulture Tour with Molly Sealund, Coordinator, Landscape Horticulture Department and Discussion of Same
- H. Program Manager's Report
 - 1. Update on Committee's Administrative/Management, Examination, Licensing, and Enforcement Programs and Discussion of Same
 - 2. Review, Discuss, and Possibly Take Action to Make a Recommendation to the Board Regarding Strategic Plan Item 1.5: Research the Possibility of Establishing Continuing Education (CE) Requirements for Renewal
 - 3. Review, Discuss, and Possibly Take Action to Make a Recommendation to the Board Regarding Strategic Plan Item 3.1: Increase Outreach to Schools and Professional Associations to Improve Communication
- I. Review, Discuss, and Possibly Take Action to Make a Recommendation to Approve UC Los Angeles Extension Certificate Program Site Review Team Recommendation, Martin Armstrong, LATC Committee Member, VT Chair
 - 1. VTR
 - 2. UCLA Extension Certificate Program Response
 - 3. VT Recommendation
- J. Update and Discuss Council of Landscape Architectural Registration Boards (CLARB) Current Events and Committees
 - 1. Annual Meeting Update
- K. Discussion and Possible Action on Election of Officers

L. Legislation Update and Discussion

1. [AB 1341 \(Hoover\)](#) Contractors; Discipline: Building Law Violations

M. Review and Discuss Zone Zero Defensible Space Regulation, LATC Chair,
Pamela Brief

N. Review, Discussion, and Possible Action Regarding Future Committee Meeting
Dates

O. Adjournment

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Committee are open to the public.

FOR OBSERVATION ONLY: WEBCAST: The LATC plans to webcast this meeting on the Department of Consumer Affairs' website at <https://thedcapage.blog/webcasts>. Using the Webcast link will allow only for observation with closed captioning. Webcast availability cannot, however, be guaranteed due to resource limitations or technical difficulties. The meeting will not be cancelled if Webcast is unavailable. If you wish to participate, please plan to participate via the Webex option listed above.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

The meeting is accessible to individuals with disabilities. To request a disability-related accommodation or modification in order to participate, please contact:

Person: Heather Davis

Telephone: (916) 575-7235

Email: Heather.Davis@dca.ca.gov

Telecommunication Relay Service: Dial 711

Mailing Address:

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Due to potential technical difficulties, please consider submitting written comments by October 4, 2025, to latc@dca.ca.gov for consideration.

For further information prior to the meeting, please contact:

Person: Heather Davis

Telephone: (916) 575-7235

Email: Heather.Davis@dca.ca.gov

Mailing Address:

Landscape Architects Technical Committee

2420 Del Paso Road, Suite 105

Meeting notices and related materials are available online at:

https://www.latc.ca.gov/about_us/meetings/ (Government Code section 11125(a)).

Protection of the public shall be the highest priority for the Committee in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5620.1).

LATC Visiting Team Report

July 24-25, 2025

**Landscape Architecture Extension Certificate Program
University of California, Los Angeles Extension
10995 Le Conte Avenue
Los Angeles, CA 90024**

Visiting Team Members

Martin “Marty” Armstrong

Christine Anderson

William DiBernardo

Schedule for Site Review Visit



2025 LATC Site Visit Agenda

Thursday, July 24

Review committee check-in at UCLA Guest House

12:45pm – 1:30pm Welcome, program orientation, and facility tour

1:30pm – 2:30pm Student Presentations (committee to review [digital student show](#) ahead of site visit)

2:30pm - 2:45 pm Break

2:45pm – 4:00pm Interviews with students (virtual) 4:00pm - 4:15pm Break

4:15pm - 5:15pm Interview with program instructors 5:15pm – 6:00pm Interview with alumni and practitioners 6:00pm - 7:30pm Welcome Reception & Light Dinner

Friday, July 25

Breakfast at UCLA Guest House (at committee's leisure)

8:30am - 9:15am Meeting with Eric Bullard, Dean of UCLA Extension and Leah Vriesman, Associate Dean of Academic and Faculty Affairs

9:15am -9:30am Break

9:30am - 11:00am Program curriculum and pedagogy review with instructors and guidance committee members 11:00am - 1:00pm Review committee - working lunch

1:00pm – 1:45pm Committee meets with program administration and guidance committee chair for final questions, provide initial feedback, and share next steps.

1:45pm Committee Team departs.

PART I: OVERALL ANALYSIS

Introduction

The following report constitutes the findings and recommendations of the Landscape Architects Technical Committee (LATC) University of California Extension Program Review Committee (EPRC) team as determined during a site visit to the UCLA Extension Landscape Architecture Program on July 24-25, 2025.

The Visiting Team consisted of:

Martin “Marty” Armstrong, LATC Committee Member, Private Practitioner, Past Board President of the San Diego Chapter of American Society of Landscape Architect (ASLA)
Christine Anderson, ASLA, Private Practitioner, Previous President Council of Landscape Architectural Registration Boards (CLARB)
William DiBernardo, Private Practitioner

The UCLA Extension Program in Landscape Architecture resides within the Department of the Arts, a department within the larger University of California, Los Angeles Extension. The Landscape Architecture Program shares the Department with the Architecture and Interior Design Program, Horticulture and Gardening Program, Visual Arts Program and Writer’s Program.

The UCLA Extension Landscape Architecture Program continues to be a dynamic and evolving professional certificate program, designed to meet the needs of a diverse student population. The program is actively promoted through a variety of channels, including professional networks, alumni engagement, and community outreach, to attract students and raise awareness of the program’s value to the broader public. Emphasizing interdisciplinary learning and real-world application, the program has implemented several enhancements in recent years to ensure its continued relevance to contemporary landscape architecture practice.

These improvements include the integration of advanced digital tools such as AutoCAD, SketchUp, Photoshop, and InDesign, as well as the incorporation of sustainable design principles, stormwater management strategies, and climate-adapted planting design. The curriculum has been further enriched through field-based learning, guest lectures from practicing professionals, and collaborative studio projects that simulate real-world design challenges. Students benefit from a strong emphasis on ecological literacy, cultural context, and community engagement, which are woven throughout the coursework.

The program offers post-baccalaureate curriculum that mirrors academic and professional standards of a first professional degree. Students complete a comprehensive sequence of courses totaling over 133 quarter units, including core design studios, technical courses, and electives. Upon successful completion, students earn a Professional Certificate in Landscape Architecture, which, when combined with a qualifying degree and supervised internship experience, meets the educational requirements for licensure in California.

Enrollment trends have fluctuated in recent years, reflecting broader economic and demographic shifts. However, class sizes remain conducive to personalized instruction, with studio courses typically maintaining a student-to-faculty ratio of 10:1 or better. The program continues to prioritize small class sizes and individualized feedback, particularly in advanced studios and capstone projects.

As a self-supporting program within UCLA Extension, the Landscape Architecture Program operates with financial independence while leveraging shared institutional resources such as classroom space, digital platforms, and administrative support. This model ensures both fiscal sustainability and academic integrity.

The program remains committed to fostering a learning environment that is inclusive, innovative, and aligned with the evolving demands of the profession. Through its comprehensive curriculum, dedicated faculty, and engaged student body, the UCLA Extension Landscape Architecture Program prepares graduates to become thoughtful, skilled, and responsible practitioners in the field.

All evidence presented in the 2025 Self-Evaluation Report and interviews with program stakeholders suggest that the UCLA Extension Landscape Architecture Certificate Program has met the LATC Standards and successfully addressed all three recommendations from the previous review. These included strengthening the hybrid instructional model, improving student retention, and supporting diversity among student's faculty. The program's implementation of a low-residency hybrid format, improved retention tracking, and establishment of a NAMLA student chapter demonstrates clear progress. Further discussion of these recommendations and the program's responses can be found throughout this report.

REVIEW OF EACH RECOMMENDATION AND SUGGESTION IDENTIFIED BY THE PREVIOUS REVIEW IN 2020

The 2020 review resulted in three formal recommendations and four suggestions for improvement. The UCLA Extension Landscape Architecture Certificate Program has addressed each of these as follows:

Recommendations

1. Strengthen the Hybrid Model

Recommendation: Continue to strengthen the hybrid instructional model.

Response: The program launched a low-residency hybrid model in 2022, combining synchronous online instruction with required in-person weekend residencies. This model has expanded access across California and maintained the rigor of studio-based learning.

2. Increase Student Retention

Recommendation: Improve student retention.

Program Response: The program implemented improved tracking of student progress and retention. As of 2025, second-year retention has increased to nearly 70%. Portfolio reviews and instructor coordination meetings support student success and progression.

3. Support Diversity of Students and Instructors

Recommendation: Continue to support the diversity of the student body and instructional staff.

Program Response: The program continues to attract a diverse student population, many of whom hold advanced degrees and bring varied professional experience. In 2025, the program established a student chapter of the National Association of Minority Landscape Architects (NAMLA), further supporting underrepresented groups. The instructional team reflects a broad range of professional backgrounds and consistently exceeds LATC requirements for licensure and academic qualifications.

Suggestions for Improvement

1. Development of a Written Evaluation Plan

Suggestion: Establish a formal written plan for evaluating the total program, including admissions, retention, and graduate outcomes.

Program Response: While a comprehensive written evaluation plan was under development, its completion was delayed due to the retirement of the Academic Director and the transition to new leadership. Despite this, the program has implemented multiple evaluation mechanisms, including quarterly instructor meetings, student course evaluations, portfolio reviews, and retention tracking. The program has acknowledged the need for a formalized plan and is actively working to align administrative responsibilities to complete it.

2. Strengthening of the Hybrid Instructional Model

Suggestion: Continue refining the hybrid model to ensure academic rigor and accessibility.

Program Response: In 2022, the program launched a low-residency hybrid model that combines synchronous online instruction with required in-person weekend residencies. This format has expanded access to students across California and preserved the integrity of studio-based learning. The hybrid model has been well received and has contributed to improved student engagement and retention.

3. Improvement of Student Retention and Progress

Suggestion: Enhance support systems to reduce attrition and improve on-time completion.

Program Response: The program has implemented structured advising, cohort tracking, and formal portfolio reviews to monitor student progress. As of 2025, second-year retention has improved to nearly 70%. Students who fall off sequence are provided with individualized advising and support to facilitate re-entry and program completion.

4. Expansion of Diversity and Inclusion Efforts

Suggestion: Continue to support diversity among students and faculty.

Program Response: The program has demonstrated a strong commitment to diversity and inclusion. In 2025, a student chapter of the National Association of Minority Landscape Architects (NAMLA) was established. The faculty remains diverse in both professional background and demographics, and the program continues to attract students from a wide range of academic and professional fields.

CONFIRMATION THAT MINIMUM REQUIREMENTS FOR APPROVAL ARE SATISFIED

A regulatory proposal to amend California Code of Regulations (CCR) Section 2620.5, Requirements for an Approved Extension Certificate Program, is currently pending approval. The proposed regulatory language states the following:

“An extension certificate program shall meet the following requirements:

- (a) The educational program shall be established in an educational institution which has a four-year educational curriculum, and either is approved by the Western Association of Schools and Colleges or is an institution of public higher education as defined by Section 66010 of the Education Code.

Yes

UCLA Extension, established in 1917, is part of the University of California system. All courses are approved by the University of California, Los Angeles, although the Extension is financially self-supporting.

The University of California, Los Angeles (UCLA), is accredited by WASC Senior College and University Commission (WSCUS), the regional accrediting agency serving higher education institutions in California, Hawaii, and the Pacific Region.

UCLA Extension is reviewed and accredited by the Western Association of Schools and Colleges through UCLA.

- (b) There shall be a written statement of the program's philosophy and objectives which serves as a basis for curriculum structure. Such statement shall take into consideration the broad perspective of values, missions and goals of the profession of landscape architecture. The program objectives shall provide for relationships and linkages with other disciplines and public and private landscape architectural practices. The program objectives shall be reinforced by course inclusion, emphasis and sequence in a manner which promotes achievement of program objectives. The program's literature shall fully and accurately describe the program's philosophy and objectives.

Yes

- (c) The program shall have a written plan for evaluation of the total program, including admission and selection procedures, attrition and retention of students, and performance of graduates in meeting community needs.

Yes (See Suggestion 2, Page 26)

- (d) The program shall be administered as a discrete program in landscape architecture within the institution with which it is affiliated.

Yes

The Landscape Architecture Program has been a part of UCLA Extension since the Program's inception in 1976-77, housed within the Department of the Arts. It is operated as a discrete program within Extension, with its own Program Director and Program Manager and budget.

- (e) There shall be an organizational chart which identifies the relationships, lines of authority and channels of communication within the program and between the program and other administrative segments of the institution with which it is affiliated.

Yes

- (f) The program shall have sufficient authority and resources to achieve its educational objectives.

Yes

- (g) The program administrator shall be a California licensed landscape architect.

Yes

Stephanie V. Landregan, MsPM, FASLA, LEED B, D+C, is the program director for the Landscape Architecture Program and the Horticulture & Gardening Program at UCLA Extension. As program director, she manages over all adjunct landscape architecture instructors, reviews and writes curriculum, and manages the budget for the programs. Stephanie has taught at UCLA Extension's Landscape Architecture Program over the last 30 years and served as program director since 2008.

She is a licensed landscape architect in the state of California (CA #4093).

- (h) The program administrator shall have the primary responsibility for developing policies and procedures, planning, organizing, implementing and evaluating all aspects of the program. The faculty shall be adequate in type and number to develop and implement the program approved by the Board.

Yes

- (i) The program curriculum shall provide instruction in the following areas related to landscape architecture including public health, safety, and welfare:
- (1) History, theory and criticism
 - (2) Natural and cultural systems including principles of sustainability
 - (3) Public Policy and regulation
 - (4) Design, planning and management at various scales and applications including but not limited to pedestrian and vehicular circulation, grading drainage and storm water management
 - (5) Site design and Implementation: materials, methods, technologies, application

- (6) Construction documentation and administration
- (7) Written, verbal and visual communication
- (8) Professional practice
- (9) Professional values and ethics
- (10) Plants and ecosystems
- (11) Computer applications and other advanced technology

Yes

The program curriculum was last approved in 2022 and has not changed.

- (j) The program shall consist of at least 90 quarter units or 60 semester units.

Yes

The program consists of 111 quarter units, 105 core course quarter units and 6 elective course quarter units.

- (k) The program shall maintain a current syllabus for each required course which includes the course objectives, learning outcomes, content, and the methods of evaluating student performance.

Yes

- (l) The program clearly identifies where the public health, safety, and welfare issues are addressed.

Yes

- (m) The curriculum shall be offered in a timeframe which reflects the proper course sequence. Students shall be required to adhere to that sequence, and courses shall be offered in a consistent and timely manner in order that students can observe those requirements.

Yes

- (n) A program shall meet the following requirements for its instructional personnel:
 - (1) At least one half of the program's instructional personnel shall hold a professional degree or certificate from an approved extension certificate program in landscape architecture.
 - (2) At least one half of the program's instructional personnel shall be licensed by the Board as landscape architects.
 - (3) The program administrator shall be at least .5 time-base.**
 - (4) The program administrative support shall be 1.0 full-time equivalence.**

Need program administrator (See Recommendation 1, Page 26)

- (o) The program shall submit an annual report in writing based on the date of the most recent Board approval. The report shall include:

- (1) Verification of continued compliance with minimum requirements;
- (2) Any significant changes such as curriculum, personnel, administration, fiscal support, and physical facilities that have occurred since the last report;
- (3) Current enrollment and demographics; and
- (4) Progress toward complying with the recommendations, if any, from the last approval.

Yes

- (p) The program title and degree description shall incorporate the term “Landscape Architecture.”

Yes

The Board may choose to further evaluate changes to any of the reported items or to a program.

The Board will either grant or deny an application. When specific minor deficiencies are identified during evaluation of an application, but the institution is substantially in compliance with the requirements of the Code and this Division, a provisional approval to operate may be granted for a period not to exceed 24 months, to permit the institution time to correct those deficiencies identified. A provisional approval to operate shall expire at the end of its stated period and the application shall be deemed denied, unless the deficiencies are corrected prior to its expiration and an approval to operate has been granted before that date or the provisional approval to operate has been extended for a period not to exceed 24 months if the Board is satisfied that the program has made a good faith effort and has the ability to correct the deficiencies.

The Board shall review the program at least every six years for approval.

The Board may rescind an approval during the six-year approval period based on the information received in the program’s annual report after providing the school with a written statement of the deficiencies and providing the school with an opportunity to respond to the charges. If an approval is rescinded, the Board may subsequently grant provisional approval in accordance with the guidelines of this section to allow the program to correct deficiencies.”

A program approved by LATC shall:

- a. Continuously comply with LATC approval standards;
- b. Pay the biennial sustaining and other fees as required; and
- c. File complete annual reports.

PART II: ASSESSMENT OF EACH STANDARD

STANDARD 1: PROGRAM MISSION AND OBJECTIVES

The program shall have a clearly defined mission supported by goals and objectives appropriate to the profession of landscape architecture and shall demonstrate progress towards their attainment.

Assessment:

_____Met X Met with Recommendation/Suggestion _____Not Met

INTENT: Using a clear concise mission statement, each landscape architecture program should define its core values and fundamental purpose for faculty, students, prospective students, and the institution. The mission statement summarizes why the program exists and the needs that it seeks to fulfill. It also provides a benchmark for assessing how well the program is meeting the stated objectives.

A. PROGRAM MISSION. The mission statement expresses the underlying purposes and values of the program.

Assessment 1: Does the program have a clearly stated mission reflecting the purpose and values of the program and does it relate to the institution's mission statement?

Team comments: YES

Assessment 2: Does the mission statement take into consideration the broad perspective of values, missions and goals of the profession of landscape architecture?

Team comments: YES

Assessment 3: Does the program's literature fully and accurately describe the program's philosophy and objectives?

Team comments: YES

Assessment 4: Does the program title and degree description incorporate the term "Landscape Architecture?"

Team comments: YES

B. EDUCATIONAL GOALS. Clearly defined and formally stated academic goals reflect the mission and demonstrate that attainment of the goals will fulfill the program mission.

Assessment 1: Does the program have an effective procedure to determine progress in meeting its goals and is it used regularly?

Team comments: YES, however with the departure of the Academic Director, a succession plan was not in place. (See Suggestions 1-2, Page 12-13)

Assessment 2: Does the program have a written plan for evaluation of the total program, including admission and selection procedures, attrition and retention of students, and performance of graduates in meeting community needs?

Team comments: No, a written plan is NOT in place, although a plan was said to have been being developed. Things were not aligned properly for the Academic Director's

retirement and a replacement. (See Suggestions 1-2, Page 12-13)

C. EDUCATIONAL OBJECTIVES. The educational objectives specifically describe how each of the academic goals will be achieved.

Assessment: Does the program have clearly defined and achievable educational objectives that describe how the goals will be met?

Team Comments: YES

D. LONG-RANGE PLANNING PROCESS. The program is engaged in a long-range planning process.

Assessment 1: Does the long-range plan describe how the program mission and objectives will be met and document the review and evaluation process?

Team Comments: YES

Assessment 2: Is the long-range plan reviewed and revised periodically and does it present realistic and attainable methods for advancing the academic mission?

Team Comments: YES

Assessment 3: Does the SER respond to recommendations and suggestions from the previous accreditation review, and does it report on efforts to rectify identified weaknesses?

Team Comments: YES

E. PROGRAM DISCLOSURE. Program literature and promotional media accurately describe the program's mission, objectives, educational experiences and accreditation status.

Assessment: Is the program information accurate?

Team Comments: YES

F. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.

Team Comments: NO

Recommendations affecting accreditation: There are no recommendations for this Standard affecting accreditation.

Suggestions for Improvement:

1. UCLA Extension should develop and implement both a formal written evaluation plan for the Landscape Architecture Certificate Program and a succession plan for key leadership roles. Additionally, the recent departure of the Academic Director occurred without a succession plan in place, resulting in disruption to continuity and strategic planning. Establishing these foundational plans will strengthen institutional resilience, ensure compliance with LATC standards, and support the program's long-term stability and effectiveness.

2. UCLA Extension should develop a long-range Strategic Plan. A comprehensive long-term plan should be developed to guide the program's future. This plan should address faculty recruitment and development, alumni engagement, cultural competence, community partnerships, and strategies for expanding access and equity. The plan should also include mechanisms for continuous improvement and alignment with LATC standards.

STANDARD II: PROGRAM AUTONOMY, GOVERNANCE & ADMINISTRATION

The program shall have the authority and resources to achieve its mission, goals and objectives.

Assessment:

_____Met X Met With Recommendation/Suggestion _____Not Met

INTENT: Landscape architecture should be recognized as a discrete professional program with sufficient financial and institutional support and authority to enable achievement of the stated program mission, goals and objectives.

A. PROGRAM ADMINISTRATION. Landscape architecture is administered as an identifiable/discrete program.

Assessment 1: Is the program seen as a discrete and identifiable program within the institution?

Team Comments: YES

Assessment 2: Does the program administrator hold a faculty appointment in landscape architecture?

Team Comments: YES

Assessment 3: Does the program administrator exercise the leadership and management functions of the program? Does he/she have the primary responsibilities for developing policies and procedures, planning, organizing, implementing and evaluating all aspects of the program?

Team Comments: YES

Assessment 4: Is the educational program established in an educational institution which has a four-year educational curriculum, and either is approved by the Western Association of Schools and College or is an institution of public higher education as defined by Section 66010 of the Education Code?

Team Comments: YES

Assessment 5: Does the program meet the following requirements for its instructional personnel:

- (1) At least one half of the program's instructional personnel shall hold a professional degree or certificate from an approved extension certificate program in landscape architecture.
- (2) At least one half of the program's instructional personnel shall be licensed by the Board as landscape architects.
- (3) The program administrator shall be at least .5 time-base.
- (4) The program administrative support shall be 1.0 full-time equivalence.

Team Comments: **(3) No, program administrator is only .3-.4 FTE.**
 (4) It is NOT 1.0 FTE

(See Suggestion 3, Page 16)

Assessment 6: Is the program administrator a California licensed landscape architect?

Team Comments: YES

Assessment 7: Has an organizational chart been provided that clearly identifies the relationships, lines of authority and channels of communication within the program and with the institution that supports it?

Team Comments: YES

B. INSTITUTIONAL SUPPORT. The institution provides sufficient resources to enable the program to achieve its mission and goals and support individual faculty development and advancement.

Assessment 1: Are student/faculty ratios in studios typically not greater than 15-18:1?

Team Comments: YES

Assessment 2: Is funding available to assist faculty and other instructional personnel with continued professional development including attendance at conferences, computers and appropriate software, other types of equipment, and technical support?

Team Comments: YES

Assessment 3: Does the institution provide student support, i.e., scholarships, work-study, internships, etc?

Team Comments: No

Assessment 4: Are adequate support personnel available to accomplish program mission and goals?

Team Comments: YES

C. COMMITMENT TO DIVERSITY. The program demonstrates commitment to diversity through its recruitment and retention of faculty, staff, and students.

Assessment: How does the program demonstrate its commitment to diversity in the recruitment and retention of students, faculty and staff?

Team Comments: The hybrid model addresses the commitment to student diversity, but it does not reflect in staff and faculty. (See Suggestion 3, Page 16)

D. FACULTY PARTICIPATION. The faculty participates in program governance and administration.

Assessment 1: Does the faculty make recommendations on the allocation of resources, and do they have the responsibility to develop, implement, evaluate, and modify the program's curriculum and operating practices?

Team Comments: No, the direct connection between instructional staff and Dean is not direct.

Assessment 2: Does the faculty participate, in accordance with institutional guidelines, in developing criteria and procedures for annual evaluation of faculty?

Team Comments: YES

Assessment 3: Does the program or institution adequately communicate and mentor faculty regarding policies, expectations and procedures for annual evaluations?

Team Comments: Would benefit from additional mentoring

E. FACULTY NUMBER. The faculty shall be of a sufficient size to accomplish the program's goals and objectives, to teach the curriculum, to support students through advising and other functions, to engage in research, creative activity and scholarship and to be actively involved in professional endeavors such as presenting at conferences.

Assessment 1: Are the number of faculty adequate to achieve the program's mission and goals and individual faculty development?

Team Comments: YES

Assessment 2: Is at least 50% of the academic faculty licensed as a landscape architect?

Team Comments: YES

Assessment 3: Does the strategic plan or long-range plan include action item(s) for addressing the adequacy of the number of faculty?

Team Comments: No

F. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.

Team Comments: NO

Recommendation affecting accreditation: There are no recommendations affecting accreditation.

Suggestions for Improvement:

3. UCLA Extension should take immediate steps to ensure compliance with the time-base requirements outlined in the proposed regulatory standards, specifically that the Program Administrator serves at minimum 0.5 time-base and that the administrative support is maintained at 1.0 full-time equivalence. Additionally, while the current hybrid model demonstrates a strong commitment to student diversity and geographic reach, this commitment is not yet reflected in the composition or distribution of faculty and staff. The program currently has in-person requirements, requiring student travel. To better align with its statewide outreach goals and support equitable access, it is recommended that UCLA Extension explore the establishment of satellite instructional hubs or partnerships throughout California. This would diversify staffing, reduce travel burdens for students, and enhance the program's ability to serve a broader and more inclusive population.

STANDARD 3: PROFESSIONAL CURRICULUM

The certificate curriculum shall include the core knowledge skills and applications of landscape architecture.

Assessment:

 X Met Met With Recommendation Not Met

INTENT: The purpose of the curriculum is to achieve the learning goals stated in the mission and objectives. Curriculum objectives should relate to the program's mission and specific learning objectives. The program's curriculum should encompass coursework and other opportunities intended to develop students' knowledge, skills, and abilities in landscape architecture.

A. MISSION AND OBJECTIVES. The program's curriculum addresses its mission, goals, and objectives.

Assessment: Does the program identify the knowledge, skills, abilities and values it expects students to possess at graduation?

Team Comments: YES

B. PROFESSIONAL CURRICULUM. The program curriculum includes coverage of:

History, theory and criticism

Natural and cultural systems including principles of sustainability

Public Policy and regulation

Design, planning and management at various scales and applications including but not limited to pedestrian and vehicular circulation, grading drainage and storm water management

Site design and Implementation: materials, methods, technologies, application

Construction documentation and administration

Written, verbal and visual communication

Professional practice

Professional values and ethics

Plants and ecosystems

Computer applications and other advanced technology

Assessment 1: Does the curriculum address the designated subject matter in a sequence that supports its goals and objectives?

Team Comments: YES

Assessment 2: Do student work and other accomplishments demonstrate that the curriculum is providing students with the appropriate content to enter the profession?

Team Comments: YES

Assessment 3: Do curriculum and program opportunities enable students to pursue academic interests consistent with institutional requirements and entry into

the profession?

Team Comments: YES

Assessment 4: Does the curriculum provide opportunities for student engagement in interdisciplinary professions?

Team Comments: No

Assessment 5: Does the curriculum include a “capstone” or terminal project?

Team Comments: YES

Assessment 6: Does the program consist of at least 90 quarter units or 60 semester units?

Team Comments: YES

C. SYLLABI. Syllabi are maintained for all required courses.

Assessment 1: Do syllabi include educational objectives, learning outcomes, course content, and the criteria and methods that will be used to evaluate student performance?

Team Comments: YES

Assessment 2: Do syllabi identify the various levels of accomplishment students shall achieve to successfully complete the course and advance in the curriculum?

Team Comments: YES

D. CURRICULUM EVALUATION. At the course and curriculum levels, the program evaluates how effectively the curriculum is helping students achieve the program’s learning objectives in a timely way.

Assessment 1: Does the program demonstrate and document ways of:

- a. Assessing students’ achievement of course and program objectives in the length of time to graduation stated by the program?
- b. Reviewing and improving the effectiveness of instructional methods in curriculum delivery?
- c. Maintaining currency with evolving technologies, methodologies, theories and values of the profession?

Team Comments: YES

Assessment 2: Do students participate in evaluation of the program, courses and curriculum?

Team Comments: YES

E. AUGMENTATION OF FORMAL EDUCATIONAL EXPERIENCE. The program provides opportunities for students to participate in internships, off campus studies, research assistantships, or practicum experiences.

Assessment 1: Does the program provide any of these opportunities?

Team Comments: YES

Assessment 2: How does the program identify the objectives and evaluate the

effectiveness of these opportunities?

Team Comments: No

Assessment 3: Do students report on these experiences to their peers? If so, how?

Team Comments: YES

F. COURSEWORK AND AREAS OF INTEREST.

Assessment 1: What percentage of current students are currently enrolled in the program with a bachelor's degree or higher? Please provide a breakdown of degree levels admitted.

Team Comments: 100%

Assessment 2: How does the program provide opportunities for students to pursue independent projects, focused electives, optional studios, coursework outside landscape architecture, collaboration with related professions, etc.?

Team Comments: YES

Assessment 3: How does student work incorporate academic experiences reflecting a variety of pursuits beyond the basic curriculum?

Team Comments: Incorporation of practitioners as instructors

I. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.

Team Comments: No

Recommendations Affecting Accreditation: There are no recommendations for this Standard affecting accreditation.

Suggestions for Improvement: There are no suggestions for improvement for this Standard affecting accreditation.

STANDARD IV: STUDENT AND PROGRAM OUTCOMES.

The program shall prepare students to pursue careers in landscape architecture.

Assessment:

_____Met X Met With Recommendation/Suggestion _____Not Met

INTENT: Students should be prepared – through educational programs, advising, and other academic and professional opportunities – to pursue a career in landscape architecture upon graduation. Students should have demonstrated knowledge and skills in creative problem solving, critical thinking, communications, design, and organization to allow them to enter the profession of landscape architecture.

A. STUDENT LEARNING OUTCOMES. Upon completion of the program, students are qualified to pursue a career in landscape architecture.

Assessment 1: Does student work demonstrate the competency required for entry-level positions in the profession of landscape architecture?

Team Comments: YES

Assessment 2: Do students demonstrate their achievement of the program's learning

objectives, including critical and creative thinking and their ability to understand, apply and communicate the subject matter of the professional curriculum as evidenced through project definition, problem identification, information collection, analysis, synthesis, conceptualization and implementation?

Team Comments: YES

Assessment 3: Can the students demonstrate an understanding of the health, safety and welfare issues affecting the coursework studied? Can these issues be applied to the real world?

Team Comments: YES, YES

B. STUDENT ADVISING. The program provides students with effective advising and mentoring throughout their educational careers.

Assessment 1: Are students effectively advised and mentored regarding academic development?

Team Comments: YES, needs to be written formalized (See Suggestion 4, Page 21)

Assessment 2: Are students effectively advised and mentored regarding career development?

Team Comments: YES, would benefit from a more direct approach

Assessment 3: Are students aware of professional opportunities, licensure, professional development, advanced educational opportunities and continuing education requirements associated with professional practice?

Team Comments: YES

Assessment 4: How satisfied are students with academic experiences and their preparation for the landscape architecture profession?

Team Comments: YES

C. PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES. Students are encouraged and have the opportunity to participate in professional activities and institutional and community service.

Assessment 1: Do students participate in institutional/college organizations, community initiatives, or other activities?

Team Comments: YES

Assessment 2: Do students participate in events such as LaBash, ASLA Annual Meetings, local ASLA chapter events and the activities of other professional societies or special interest groups?

Team Comments: YES

D. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.

Team Comments: No

Recommendations affecting accreditation: There are no recommendations for this Standard affecting accreditation.

Suggestions for Improvement: 4. UCLA Extension should ensure that all program policies, procedures, and evaluation processes are formally documented in written form. While many practices are currently implemented effectively, the absence of formal written plans limits transparency, continuity, and accountability, particularly during periods of leadership transition. Establishing and maintaining comprehensive written documentation will support consistent program administration, facilitate regulatory compliance, and strengthen institutional memory.

STANDARD VI: FACULTY

The qualifications, academic position, and professional activities of faculty and instructional personnel shall promote and enhance the academic mission and objectives of the program.

Assessment:

 X Met Met With Recommendation Not Met

INTENT: The program should have qualified experienced faculty and other instructional personnel to instill the knowledge, skills, and abilities that students will need to pursue a career in landscape architecture. Faculty workloads, compensation, and overall support received for career development contribute to the success of the program.

A. CREDENTIALS. The qualifications of the faculty, instructional personnel, and teaching assistants are appropriate to their roles.

Assessment 1: Does the faculty have a balance of professional practice and academic experience appropriate to the program mission?

Team Comments: YES

Assessment 2: Are faculty assignments appropriate to the course content and program mission?

Team Comments: YES

Assessment 3: Are adjunct and/or part-time faculty integrated into the program's administration and curriculum evaluation/development in a coordinated and organized manner?

Team Comments: YES

Assessment 4: Are qualifications appropriate to responsibilities of the program as defined by the institution?

Team Comments: YES

B. FACULTY DEVELOPMENT. The faculty is continuously engaged in activities leading to their professional growth and advancement, the advancement of the profession, and the effectiveness of the program.

Assessment 1: Are faculty activities such as scholarly inquiry, professional practice and service to the profession, university and community documented and disseminated through appropriate media such as journals, professional magazines, community, college and university media?

Team Comments: YES, need a continuation of current levels

Assessment 2: Are the development and teaching effectiveness of faculty and instructional personnel systematically evaluated, and are the results used for individual and program improvement?

Team Comments: YES

Assessment 3: Do faculty seek and make effective use of available funding for conference attendance, equipment and technical support, etc?

Team Comments: YES

Assessment 4: Are the activities of faculty reviewed and recognized by faculty peers?

Team Comments: YES

Assessment 5: Do faculty participate in university and professional service, student advising and other activities that enhance the effectiveness of the program?

Team Comments: YES

C. FACULTY RETENTION. Faculty hold academic status, have workloads, receive salaries, mentoring and support that promote productivity and retention.

Assessment 1: Are faculty salaries, academic and professional recognition evaluated to promote faculty retention and productivity?

Team Comments: YES

Assessment 2: What is the rate of faculty turnover?

Team Comments: Unknown

D. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.

Team Comments: NO

Recommendations Affecting Accreditation: There are no recommendations for this Standard affecting accreditation.

Suggestions for Improvement: There are no suggestions for improvement for this Standard affecting accreditation.

STANDARD VI: OUTREACH TO THE INSTITUTION, COMMUNITIES, ALUMNI, AND PRACTITIONERS

The program shall have a record or plan of achievement for interacting with the professional community, its alumni, the institution, community, and the public at large.

Assessment:

 X Met Met With Recommendation Not Met

INTENT: The program should establish an effective relationship with the institution, communities, alumni, practitioners and the public at large in order to provide a source of service learning opportunities for students, scholarly development for faculty, and professional guidance and financial support. Documentation and dissemination of successful outreach efforts should enhance the image of the program and educate its constituencies regarding the program and the profession of landscape architecture.

A. INTERACTION WITH THE PROFESSION, INSTITUTION, AND PUBLIC.
The program represents and advocates for the profession by interacting with the professional community, the institution, community and the public at large.

Assessment 1: Are service-learning activities incorporated into the curriculum?

Team Comments: YES

Assessment 2: Are service activities documented on a regular basis?

Team Comments: YES

B. ALUMNI AND PRACTITIONERS. The program recognizes alumni and practitioners as a resource.

Assessment 1: Does the program maintain a current registry of alumni that includes information pertaining to current employment, professional activity, licensure, and significant professional accomplishments?

Team Comments: YES

Assessment 2: Does the program engage the alumni and practitioners in activities such as a formal advisory board, student career advising, potential employment, curriculum review and development, fund raising, continuing education etc.?

Team Comments: YES, encouraged to do more

C. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.

Team Comments: YES

Recommendations Affecting Accreditation: There are no recommendations for this Standard affecting accreditation.

Suggestions for Improvement: There are no suggestions for improvement for this Standard.

STANDARD VII: FACILITIES, EQUIPMENT, AND TECHNOLOGY

Faculty, students and staff shall have access to facilities, equipment, library and other technologies necessary for achieving the program's mission and objectives.

Assessment:

 X Met Met With Recommendation Not Met

INTENT: The program should occupy space in designated, code-compliant facilities that support the achievement of program mission and objectives. Students, faculty, and staff should have the required tools and facilities to enable achievement of the program mission and objectives.

A. FACILITIES. There are designated, code-compliant, adequately maintained spaces that serve the professional requirements of the faculty, students and staff.

Assessment 1: Are faculty, staff and administration provided with appropriate office space?

Team Comments: YES

Assessment 2: Are students assigned permanent studio workstations adequate to meet the program needs?

Team Comments: YES

Assessment 3: Are facilities adequately maintained and are they in compliance with ADA, life-safety and applicable building codes? (Acceptable documentation includes reasonable accommodation reports from the university ADA compliance office and/or facilities or risk management office.)

Team Comments: YES

B. INFORMATION SYSTEMS AND TECHNICAL EQUIPMENT. Information systems and technical equipment needed to achieve the program's mission and objectives are available to students, faculty and other instructional and administrative personnel.

Assessment 1: Does the program have sufficient access to computer equipment and software?

Team Comments: YES

Assessment 2: Is the frequency of hardware and software maintenance, updating and replacement sufficient?

Team Comments: YES

Assessment 3: Are the hours of use sufficient to serve faculty and students?

Team Comments: YES

C. LIBRARY RESOURCES. Library collections and other resources are sufficient to support the program's mission and educational objectives.

Assessment 1: Are collections adequate to support the program?

Team Comments: YES

Assessment 2: Do courses integrate library and other resources?

Team Comments: YES

Assessment 3: Are the library hours of operation convenient and adequate to serve the needs of faculty and students?

Team Comments: YES

D. OTHER RELEVANT ASSESSMENTS. Are there other relevant assessments? If yes, explain.

Team Comments: No

Recommendations Affecting Accreditation: There are no recommendations for this Standard affecting accreditation.

Suggestions for Improvement: There are no suggestions for improvement for this Standard.

PART III: SUMMARY OF RECOMMENDATIONS AND SUGGESTIONS

A. Required Recommendations

1. Appoint a Program Administrator Immediately

UCLA Extension should prioritize the appointment of a qualified Program Administrator to ensure leadership continuity and regulatory compliance. As part of this process, the institution should formalize and distribute the critical functions previously managed solely by the former Academic Director. This will help institutionalize the program operations and reduce reliance on any single individual.

B. Suggestions for Improvements

1. UCLA Extension should develop and implement both a formal written evaluation plan for the Landscape Architecture Certificate Program and a succession plan for key leadership roles. Additionally, the recent departure of the Academic Director occurred without a succession plan in place, resulting in disruption to continuity and strategic planning. Establishing these foundational plans will strengthen institutional resilience, ensure compliance with LATC standards, and support the program's long-term stability and effectiveness.
2. UCLA Extension should develop a long-range Strategic Plan. A comprehensive long-term plan should be developed to guide the program's future. This plan should address faculty recruitment and development, alumni engagement, cultural competence, community partnerships, and strategies for expanding access and equity. The plan should also include mechanisms for continuous improvement and alignment with LATC standards.
3. UCLA Extension should take immediate steps to ensure compliance with the time-base requirements outlined in the proposed regulatory standards, specifically that the Program Administrator serves at minimum 0.5 time-base and that the administrative support is maintained at 1.0 full-time equivalence. Additionally, while the current hybrid model demonstrates a strong commitment to student diversity and geographic reach, this commitment is not yet reflected in the composition or distribution of faculty and staff. The program currently has in-person requirements, requiring student travel. To better align with its statewide outreach goals and support equitable access, it is recommended that UCLA Extension explore the establishment of satellite instructional hubs or partnerships throughout California. This would diversify staffing, reduce travel burdens for students, and enhance the program's ability to serve a broader and more inclusive population.
4. UCLA Extension should ensure that all program policies, procedures, and evaluation processes are formally documented in written form. While many practices are currently implemented effectively, the absence of formal written plans limits transparency, continuity, and accountability, particularly during periods of leadership transition. Establishing and maintaining comprehensive

written documentation will support consistent program administration, facilitate regulatory compliance, and strengthen institutional memory.

October 9, 2025

Dr. Kimberly McDaniel
LATC Program Manager
California Architects Board
Landscape Architects Technical Committee
2420 Del Paso Road, Suite 105
Sacramento, CA 95834

RE: UCLA Extension Landscape Architecture Certificate Program Approval Renewal

Dear Dr. McDaniel:

Once again thank you for this opportunity to present and share our program, students, and our goals to continue to provide this 3-year landscape architecture certificate as a path to licensure.

We have submitted the Self Evaluation Report (SER) for review by the Landscape Architects Technical Committee (LATC) and the LATC Site Review team have completed their review and provided their Report.

As we move toward the LATC Meeting on October 21, 2025, where the committee will consider all the findings and come to a recommendation that will be forwarded to the California Architectural Board (CAB) on November 6th for their review and vote. We respectfully request an approval and a 6-year continuation of the UCLA Extension Landscape Architecture Certificate Program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Velazco', with a long horizontal stroke extending to the right.

Kimberly Velazco
Portfolio Director
Design Arts

Attachments (digital): Response to the LATC Visiting Team Report, July 24-25, 2025

UCLA Extension Landscape Architecture Certificate Program Approval Renewal

UCLA Extension – Landscape Architecture Program Response to LATC Visiting Team Report.

PART III

Summary of Recommendations and Suggestions

A. Recommendations Affecting Approval

1. Appointing a Program Administrator Immediately

UCLA Extension should prioritize the appointment of a qualified Program Administrator to ensure leadership continuity and regulatory compliance. As part of this process, the institution should formalize and distribute the critical functions previously managed solely by the former Academic Director. This will help institutionalize the program operations and reduce reliance on any single individual.

UCLA Extension Response:

UCLA Extension hiring of a qualified Program Administrator is underway. As UCLA Extension leadership works toward the final hiring and onboarding of this individual, the program is being led and managed by the Portfolio Director of Design Arts - Kimberly Velazco and team. The Portfolio Director has oversight of the Design Art programs which include the Landscape Architecture program. The Landscape Architecture program continues to be a separate program within the Design Arts portfolio, and this umbrella of leadership and team has added resources to support the program distributing critical functions and management responsibilities.

A formalization process has begun to assist with institutionalizing the program operations and will continue to be finalized when the new Program Administrator has been onboarded.

B. Suggestions for Improvements

1. UCLA Extension should develop and implement both a formal written evaluation plan for the Landscape Architecture Certificate Program and a succession plan for key leadership roles. Additionally, the recent departure of the Academic Director occurred without a succession plan in place, resulting in disruption to continuity and strategic planning. Establishing these foundational plans will strengthen institutional resilience, ensure compliance with LATC standards, and support the program's long-term stability and effectiveness.

UCLA Extension Response:

The UCLA Extension Landscape Architecture Program recognizes that a robust and well-structured evaluation process is critical to sustaining academic excellence, aligning with LATC standards, and adapting to a rapidly evolving professional landscape.

Strengthening Program Evaluation and Continuous Improvement

Historically, program evaluation has been conducted through a combination of informal faculty meetings, student feedback, and periodic curriculum reviews. While this approach has yielded valuable insights, it has lacked the structure and continuity needed to fully support long-term strategic planning. In response to LATC's recommendation, the program is formalizing these practices into a written evaluation plan that will ensure systematic assessment, transparent reporting, and strategic follow-through.

The new plan will be built around a five-year program review cycle, with annual check-ins to monitor progress on key indicators such as student outcomes, curriculum relevance, instructor engagement, and workforce alignment. Data collection will be expanded to include regular student and alumni surveys, instructor evaluations, and enrollment trend analyses. This information will be synthesized into an Annual Program Evaluation Report, which will inform strategic planning discussions and provide a clear record of the program's performance over time.

An important element of this plan is the activation of the Guidance Committee as a strategic partner in evaluation. The Committee will play a more formalized role in reviewing findings, identifying emerging industry needs, and advising on curricular adjustments. In addition, a biennial curriculum review committee, comprised of instructors, practitioners, and administrators, will ensure that course content remains relevant, sequenced effectively, and aligned with both LATC requirements and current professional practice.

This evaluation framework is not conceived as a static document but as a **living tool** - one that will evolve in response to student needs, industry trends, and institutional priorities. By embedding evaluation into the program's annual planning rhythm, UCLA Extension is laying the groundwork for more intentional, data-informed decision-making that will strengthen the program's academic quality and resilience.

Building Leadership Continuity Through Succession Planning

The goals, objectives and action plan within the updated long-range strategic plan for the program will include the development and implementation of a formal succession plan for key leadership roles.

The recent departure of the Academic Director underscored the need for a

more deliberate approach to leadership transitions. While UCLA Extension has strong administrative infrastructure, the absence of a formal succession plan led to a period of uncertainty that temporarily disrupted strategic momentum.

In response, the program is developing a Succession Plan for Key Leadership Roles to ensure continuity, stability, and a smooth transfer of institutional knowledge. The plan begins by identifying critical leadership positions within the program – specifically, the Program Administrator and Program Manager – and outlining clear procedures for both planned and unplanned transitions. For each of these roles, the plan designates interim leadership protocols to provide immediate coverage in the event of unexpected vacancies. For planned transitions, it introduces a structured timeline for recruitment, onboarding, and handover.

Additionally, a Leadership Transition Manual will be developed to document key procedures, contacts, LATC requirements, and ongoing strategic initiatives, ensuring that essential information is preserved and easily accessible during any leadership change.

The Guidance Committee will play a central role in the leadership transition process, particularly in advising on the selection and onboarding of new directors to maintain alignment with the program’s vision and professional standards. Oversight from the Dean’s Office will further ensure that leadership transitions are managed in accordance with institutional policies and that the program remains well supported throughout.

UCLA Extension leadership are committed, focused and actively in the process of hiring the Program Administrator for the Landscape Architecture program. Though there has been a shift in leadership, under the direction of the Portfolio Director of Design Arts – Kimberly Velazco, the disruption to the program has been minimal, meeting all the existing obligations for program, including continued education, enrollment, final capstone presentations, student and instructor evaluations, and continuous operation.

2. UCLA Extension should develop a long-range Strategic Plan. A comprehensive long-term plan should be developed to guide the program’s future. This plan should address faculty recruitment and development, alumni engagement, cultural competence, community partnerships, and strategies for expanding access and equity. The plan should also include mechanisms for continuous improvement and alignment with LATC standards.

UCLA Extension Response:

UCLA Extension recognizes that a well-defined and dynamic Strategic Plan is essential to sustaining program excellence, ensuring LATC alignment, and supporting the long-term growth of the Landscape Architecture Program. We are including our Strategic Plan (from 2021) and plan to update it with instructors, guidance committee, student representatives and UCLA Extension upper leadership this Fall 2025 and Winter 2026.

Commitment to Strategic, Long-Term Planning

In response to LATC's recommendation, UCLA Extension is initiating the development of a five-year Strategic Plan (2026–2031) that will serve as a roadmap for program development, equity initiatives, and continuous improvement. The plan will be designed as a living document, reviewed annually and revised as needed to reflect evolving goals, LATC standards, and stakeholder input.

The Strategic Plan will be structured to include important considerations that directly respond to LATC's priorities:

1. **Instructor Recruitment and Development**
2. **Alumni Engagement**
3. **Cultural Competence and Equity**
4. **Community Partnerships and Statewide Outreach**
5. **Continuous Improvement and LATC Alignment**
6. **Student Engagement**
7. **Technology/AI Trends**

Each consideration will include strategic objectives, measurable outcomes, and implementation strategies to ensure meaningful progress over the next five years.

Additionally, the planning process includes assessing where the program is today with projection into the future. Being clear on the program goals and defining clear objectives. The planning effort to address instructor recruitment and development, alumni engagement, cultural competence, community partnerships, and strategies for expanding access and equity. The effort will include forecasted trends within the Landscape Architecture profession to ensure the program curriculum and education are aligned with industry direction. The plan will also focus on ensuring the program will include mechanisms for continuous evaluation, improvement and alignment with LATC standards.

The success of the hybrid model will be further evaluated and refined with a focus on the reachability for more access and equity to the program and the landscape architecture profession, including UCLA Extension's overall strategic goals and objectives. This work reflects our shared commitment –

to students, instructors, and the profession – to sustain a program that is academically rigorous, strategically resilient, and deeply connected to the landscape architecture community.

Strategic Outlook

The development of a long-range Strategic Plan represents a significant milestone for the UCLA Extension Landscape Architecture Program. By articulating a shared vision and actionable priorities, the plan will provide a clear roadmap. This initiative not only responds to LATC's recommendation but also positions the program to proactively shape its future – expanding its statewide impact, strengthening its academic foundation, and ensuring equitable access to landscape architecture education for the next generation of practitioners.

3. UCLA Extension should take immediate steps to ensure compliance with the time-base requirements outlined in the proposed regulatory standards, specifically that the Program Administrator serves at minimum 0.5 time-base and that the administrative support is maintained at 1.0 full-time equivalence.

Additionally, while the current hybrid model demonstrates a strong commitment to student diversity and geographic reach, this commitment is not yet reflected in the composition or distribution of instructors and staff.

The program currently has in-person requirements, requiring student travel. To better align with its statewide outreach goals and support equitable access, it is recommended that UCLA Extension explore the establishment of satellite instructional hubs or partnerships throughout California. This would diversify staffing, reduce travel burdens for students, and enhance the program's ability to serve a broader and more inclusive population.

UCLA Extension Response:

UCLA Extension is actively in the process of hiring the Program Administrator for the Landscape Architecture program. Currently, the University of California is undergoing a climate of change within People Operations hiring system wide. As a result, UCLA Extension can ensure that the Program Administrator serves 0.45 FTE time-base. The Program Administrative support will continue at a 1.0 FTE.

These changes are currently in the implementation phase, with full compliance expected by Winter 2026.

The program's hybrid instructional model has successfully expanded its reach, attracting students from a wide geographic and demographic range. However, the program recognizes LATC's observation that this commitment is not yet fully reflected in the composition or distribution of faculty and staff.

To address this, the program is implementing an instructor and staff diversification strategy focused on three areas:

1. Geographic Representation

UCLA Extension will proactively recruit instructors from multiple regions of California. This will broaden the professional perspectives represented in the curriculum and increase accessibility for students outside the Los Angeles area.

2. Instructor Diversity

Recruitment processes will be reviewed to ensure they reach more diverse candidate pools. The program will collaborate with UCLA's Office of Inclusive Excellence and California ASLA chapters to disseminate opportunities widely and to attract instructors from underrepresented backgrounds and geographic regions.

3. Professional Development and Retention

New instructors will receive orientation and pedagogical support to ensure effective hybrid and in-person teaching. Ongoing professional development will foster community among instructors and strengthen their long-term engagement with the program.

Through these initiatives, UCLA Extension aims to ensure that instructors and staff reflect the statewide and diverse student body, enriching the educational experience and aligning with LATC's access and inclusion goals. The program shares LATC's vision of improving geographic accessibility and reducing travel burdens for students while maintaining academic rigor. To that end, UCLA Extension will consult with leadership for additional evaluation to launch a three prong strategic plan that would encompass (1) needs assessment, (2) partnership exploration and (3) pilot implementation. This includes, but is not limited to:

- Analyzing student geographic data to identify high-demand regions.
- Conduct surveys with current and prospective students to determine travel patterns and interest in regional hubs.
- Engage instructors and Guidance Committee members in identifying potential partner institutions.
- Initiate discussions with CSU campuses, community colleges, municipalities, and ASLA local chapters in key regions to explore facility sharing and instructional partnerships.
- Prioritize collaborations that leverage existing infrastructure and support shared programming.
- Launch 1–2 pilot satellite hubs.
- Offer hybrid courses combining remote instruction with in-person studios or field experiences facilitated by regional instructors.

- Collect outcome data to inform future expansion and long-term strategy.

This phased approach enables UCLA Extension to strategically extend its statewide presence while ensuring quality, regulatory compliance, and fiscal responsibility.

4. UCLA Extension should ensure that all program policies, procedures, and evaluation processes are formally documented in written form. While many practices are currently implemented effectively, the absence of formal written plans limits transparency, continuity, and accountability, particularly during periods of leadership transition. Establishing and maintaining comprehensive written documentation will support consistent program administration, facilitate regulatory compliance, and strengthen institutional memory.

UCLA Extension Response:

The development of the updated Long-Range Plan action items, to include that all program policies, procedures, and evaluation processes to be documented in written form.

Commitment to Formal Documentation and Institutional Continuity

UCLA Extension fully recognizes the importance of formalized policies, procedures, and evaluation processes in ensuring program quality, regulatory compliance, and operational stability. While many program practices are currently executed effectively, they have historically relied on institutional knowledge and informal communication, which creates vulnerabilities during leadership transitions or periods of rapid change.

In response to LATC's recommendation, the Landscape Architecture Program is implementing a comprehensive documentation initiative aimed at systematically recording and maintaining all program policies, procedures, and evaluation practices in a clear, accessible, and regularly updated format. This initiative will ensure transparency, continuity, and accountability, while also strengthening alignment with LATC standards.

The comprehensive documentation will cover the following areas:

1. Governance and Leadership

- Program mission, vision, and goals
- Organizational structure and reporting lines
- Roles and responsibilities of key positions (Program Administrator, Program Manager, instructors and staff)
- Succession planning procedures

2. Academic Policies and Procedures

- Curriculum development and review processes
- Course approval and revision workflows
- Instructor recruitment, onboarding, evaluation, and development policies
- Student admissions, enrollment, grading, academic integrity, and appeals procedures
- Procedures for curriculum alignment with LATC standards

3. Program Evaluation and Continuous Improvement

- Annual program evaluation plan and data collection tools
- Curriculum review schedule and methods
- Student, alumni, and employer survey instruments and reporting procedures
- Processes for integrating evaluation findings into strategic planning

4. Regulatory Compliance

- LATC reporting timelines and responsibilities
- Accreditation self-study preparation processes
- Records management protocols for regulatory audits and reviews

5. Administrative Operations

- Budget development and financial management procedures
- Communication protocols (internal and external)
- Event planning and student support processes
- Technology use and data security practices

By formalizing its policies, procedures, and evaluation processes, UCLA Extension's Landscape Architecture Program is taking a proactive step toward stronger institutional resilience and regulatory compliance. This initiative will:

- Enhance transparency by making information accessible to all stakeholders.
- Strengthen continuity during leadership transitions by preserving institutional knowledge.
- Increase accountability through clear roles, timelines, and review cycles.
- Support ongoing LATC compliance by aligning documented policies with regulatory standards.

Ultimately, this comprehensive documentation strategy will create a stable, well-governed foundation that supports the program's growth, strategic initiatives, and commitment to excellence in landscape architecture education.

Quarterly Report of the Executive Officer

Administrative/Management

Board. The Board met in Oakland on August 21 and will meet in Sacramento on November 6.

Meetings. The Landscape Architects Technical Committee (LATC) will meet in Oakland on October 21.

Newsletter

The Fall issue of the California Architects newsletter will be distributed in October.

Budget

The Board's fund condition will be discussed at the November 2025 Board meeting.

Business Modernization

The Business Modernization Project has entered into Maintenance and Operations, and the Board and LATC will continue to work with DCA staff on further functionality.

Outreach

In October, posters were distributed to California architecture schools explaining recent changes to California Code of Regulations (CCR), Title 16, sections 116 and 117, relating to paths to licensure.

Board staff are making an effort to reach out to California Community Colleges to explain the importance of having a license, the Board's licensure process and updates, and reinforce the knowledge that there is a pathway that will work for them.

Upcoming outreach includes:

10/23 – San Mateo JC – Zoom

10/29 – College of the Canyons (in person)

11/12 – East LA College (in person)

11/17 – Citrus College (in person)

Social Media

CAB and LATC's social media account information is noted in the chart below.

CAB	Posts Jul. – Sep.	Followers 9/30/25	LATC	Posts Jul. – Sep.	Followers 9/30/25
Bluesky	9	32	Bluesky	0	15
Instagram	10	1,540	Instagram	23	406
LinkedIn	6	726	LinkedIn	12	1073
X	10	1,377	X	0	289
Facebook	10	486			

Regulatory Proposals

Architects

CCR Section 116 (Eligibility for Examination). The proposed change will remove the five (5) year experience requirement to take the ARE, and remove the eight (8) year, Architectural Experience Program completion, and ARE completion requirement before candidates can take the CSE. Candidates who submit a complete application to the Board will be made eligible for testing upon approval of the application(s).

Status: Complete. Effective October 1, 2025.

CCR Section 124 (Reasonable Accommodations). The proposed change will specify the method by which candidates request reasonable accommodations for the California Supplemental Examination.

Status: Complete. Effective October 1, 2025

CCR Section 144 (Fees). This proposed change will authorize the Board to specify a fee for completing license verification forms for licensees. The fee is to cover the staff time it takes to complete the document and send it to the jurisdiction.

Status: Completed. Effective October 1, 2025

CCR Section 109 (Application Extension). The proposed change will specify the method by which candidates request an extension to their eligibility period should they be impacted by a state of emergency.

At its February 20, 2025 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to the Department on April 2, 2025. During this review, substantive clarity concerns were raised about the language, which were then approved by the Board at its June 5, 2025 meeting. The package was submitted to OAL for initial noticing. The

Executive Officer's Report

45-day comment period began on June 27, 2025 and ends on August 11, 2025. No comments were received. The completed package was submitted to the Director on September 2, 2025 and was approved on September 15, 2025. It was submitted to Agency the same day.

Status: Under review with OAL.

CCR Section 109.1 (Retired License). The proposed change will state that a retired license cannot be reinstated until at least one year has passed since the license has been retired, and to reinstate the license, proof of continuing education must be submitted.

At its June 5, 2025 meeting, the Board approved the language and delegated the authority to the EO to adopt the regulation, provided no adverse comments were received during the public comment period, and to make minor technical or non-substantive changes, if needed. The regulatory package was submitted to the Department on July 2, 2025. Staff worked with the Department's Regulation Unit to finalize the documents and they were submitted to the Director on September 9, 2025.

Status: Awaiting Director and Agency review and upon completion, then will submit to OAL.

Landscape Architects - None

Licensing and Examination Program

Architects

Performance data for the Architect California Supplemental Examination (CSE) and Architect Registration Examination (ARE) 5.0 for California candidates during the first quarter of FY 2025/26 are presented in Tables A, B and C.

Table A

Architect CSE Examinee Performance: July 1 – September 30, 2025

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
Instate First-time	93	62%	57	38%	150
Instate Repeat	33	59%	23	41%	56
Reciprocity First-time	49	54%	41	46%	90
Reciprocity Repeat	4	27%	11	73%	15
Total	179	58%	132	42%	311

Table B**California ARE 5.0 Examinee Performance by Division: July 1 – September 30, 2025**

ARE Division	Pass	Rate	Fail	Rate	Total Exams
Construction and Evaluation	128	51%	121	49%	249
Practice Management	136	45%	164	55%	300
Programming and Analysis	129	48%	140	52%	269
Project Development and Documentation	121	48%	133	52%	254
Project Management	134	57%	101	43%	235
Project Planning and Design	123	46%	147	54%	270

Table C**California and NCARB ARE 5.0 Performance Comparison: July 1 – September 30, 2025**

ARE Division	CA Pass	Natl. Pass	▲ %
Construction and Evaluation	51%	61%	-10%
Practice Management	45%	53%	-8%
Programming and Analysis	48%	57%	-9%
Project Development and Documentation	48%	53%	-5%
Project Management	57%	65%	-8%
Project Planning and Design	46%	49%	-3%

▲ % is the difference in the California and national (NCARB) performance.

Landscape Architects

Performance data for the Landscape Architect California Supplemental Examination (CSE) and Landscape Architect Registration Examination (LARE) for California candidates during the first quarter of FY 2025/26 are presented in Tables D, E, and F.

Table D**Landscape Architect CSE Examinee Performance: July 1 – September 30, 2025**

Candidate Type	Pass	Rate	Fail	Rate	Total Examinees
First-time	26	74%	9	26%	35
Repeat	3	30%	7	70%	10
Total	29	64%	16	36%	45

Table E**California LARE Examinee Performance by Section: July 1 – September 30, 2025**

LARE Section	Pass	Rate	Fail	Rate	Total Examinees
Inventory, Analysis, and Project Management	44	64%	26	36%	70
Planning and Design	42	67%	21	33%	63
Construction Documentation and Administration	35	74%	10	26%	45
Grading, Drainage, and Stormwater Management	25	47%	30	53%	55

Table F**California and CLARB Performance Comparison: July 1 – September 30, 2025**

LARE Section	CA Pass	Natl. Pass	▲ %
Inventory, Analysis, and Project Management	64%	64%	0%
Planning and Design	67%	66%	▲ 1%
Construction Documentation and Administration	74%	79%	▼ 5%
Grading, Drainage, and Stormwater Management	47%	52%	▼ 5%

▲ % is the difference in the California and national (CLARB) performance.

Enforcement**Architects**

The most common violations have stayed consistent over the past four years, and are as follows:

- Misuse of the term “Architect”
- Practice without a license/device
- Continuing Education Audit Incompliance
- Written contract violations
- Signature/Stamp on plans and unauthorized practice
- Negligence or Willful Misconduct

Table G
Architects Complaints and Enforcement Actions

Category	Current Quarter Jul. – Sep. 2025	Prior Quarter Apr. – Jun. 2025	FY 25–26
Complaints			
Received	100	130	100
Opened	100	130	100
Closed	108	88	108
Average Days to Close	84	108	84
Pending	215	202	215
Citations			
Issued	39	13	39
Final	35	21	35
Continuing Education Citations			
Issued	38	19	38
Final	28	19	28
Discipline			
Pending Attorney General	3	4	3
Final	1	0	1

Landscape Architects

Table H
Landscape Architects Complaints and Enforcement Actions

Category	Current Quarter Jul. – Sep. 2025	Prior Quarter Apr. – Jun. 2025	FY 25–26
Complaints			
Received	11	7	11
Opened (Reopened)	11	7	11
Closed	11	6	11
Average Days to Close	22	48	22
Pending	7	4	7
Citations			
Issued	0	0	0
Final	0	0	0
Discipline			
Pending Attorney General	0	1	1
Final	0	0	0

LATC's most common violations mirror the Board's with the exception of continuing education, signature/stamp on plans, unauthorized practice, and negligence or willful misconduct. LATC does not typically see egregious violations and more commonly receives complaints regarding the Rules of Professional Conduct and the standards of practice within the profession.

The most common violations within the practice of landscape architecture have stayed consistent over the past four years, and are as follows:

- Misuse of the term "landscape architect"
- Practice without a license
- Written contract violations
- Rules of Professional Conduct violations

Enforcement Actions

Architects

Tuan J. Nguyen (Westminster) - The Board issued a one-count citation that included a \$2,500 administrative fine to Tuan J. Nguyen, dba Do Green, an unlicensed individual, for alleged violations of Business and Professions Code section 5536(a). The action alleged that in or around February 2023, Nguyen offered and provided architectural services without a license.

Nguyen advertised “architectural services” through an online Vietnamese newspaper, Nguoi Viet, despite not being a licensed architect. Mr. C.P. (Client) found the advertisement and contacted Nguyen to design an Accessory Dwelling Unit (ADU) for his property located in Garden Grove, California. On February 19, 2023, the Client entered a contract with Nguyen, under which Nguyen agreed to provide “architectural services.” Nguyen billed the Client specifically for “architecture,” and later abandoned the project.

Nguyen failed to respond to the Board’s inquiries regarding these allegations.

A citation with an aggravated fine was warranted because Nguyen has a prior history of violations, having been previously cited by the Board for using the term “architectural” in a proposal and in his business name (Citation #19-23). Additionally, Nguyen’s actions caused consumer harm, evidenced by the Client’s small claims court judgment against him.

The facts established that Nguyen represented himself as an architect through advertising, contract language, and invoicing, in violation of Business and Professions Code section 5536(a). The citation became final on December 6, 2024.

Ali R. Pourhassan-Zonouz (Irvine) – The Board issued a one-count citation that included a \$1,000 administrative fine to Ali R. Pourhassan-Zonouz, dba A2Z Architectures and ZonouZ-deZine & Construction, an unlicensed individual, for alleged violations of Business and Professions Code section 5536(a) and Title 16, California Code of Regulations section 134(a).

On or around October 31, 2023, the Board received a complaint alleging that Pourhassan-Zonouz had been hired to prepare plans to convert a garage into an accessory dwelling unit (ADU) for F.S. (client) for a residential project located in Lake Forest, California for fees totaling \$14,730.15.

Pourhassan-Zonouz used the business name A2Z Architectures on his contract and on the title block for the project plans. His company website offered commercial design services which require a license, displayed a picture of 7-story building and included a blog entitled “Innovative Architecture Design Trends in New Construction.”

Pourhassan-Zonouz’s claimed company Manta profile, doing business as A2Z Architectures, included “Architectures” in the business name. Pourhassan-Zonouz’s company Home Advisor profile, doing business as A2Z Architectures, offered Architect under *Areas of Expertise*. Pourhassan-Zonouz’s personal World Architecture profile used the title of “Architect” and offered architecture. Pourhassan-Zonouz’s Data Lead profile gave him the title of “Principal Architect” at A2zarchitectures. Pourhassan-Zonouz’s company Facebook profile stated that Pourhassan-Zonouz is an “Architectural Designer.”

Pourhassan-Zonouz’s company Yelp profile was categorized under “Architects” and offered architectural design and architectural project management and stated, “Our team of experienced architects, designers, and builders work closely with you to bring your vision to life...”

Pourhassan-Zonouz's business name, title block, website, and online profiles, wherein Pourhassan-Zonouz used the titles of "Architect," "Principal Architect," and "Architectural Designer" and described his services as "Architecture," "Architectures," and "Architectural" are devices that might indicate to the public that Pourhassan-Zonouz is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a) and Title 16, California Code of Regulations section 134(a). The citation became final December 7, 2024.

George Grigorian (Glendale) – The Board issued a one-count citation with a \$1,000 administrative fine to George Grigorian, an unlicensed person, dba Grigorian Architects, for alleged violations of Business and Professions Code sections 5536(a).

Between April 9, 2024, and July 25, 2024, Grigorian represented himself as an architect and his company as an architectural firm through the following advertisements: Grigorian's business name, email address, and two websites used the word "Architects." The websites stated, "experienced in every aspect of Architecture, worked in the best Architecture firms in Los Angeles," "wide range of experience and knowledge in Architecture," and "Complete Architectural Services and Green Building Designs by licensed professionals." The websites further indicated that Grigorian provided "Complete Architectural Services" and states, "Our team of designers and architects work collaboratively to create innovative designs."

Grigorian's Archinect profile stated that he sought "To obtain a position as an Architect with Lead Performances," claimed experience as an "Architect," "Junior Architect," and providing "Architectural design of residential and commercial from the ground up." It indicated that he specialized in "Architecture" and had skills in "Autodesk Revit Architecture."

Grigorian's Instagram profile advertised "grigorian_architects," and indicated that he is both an "Architectural Designer," and a "Master of Architecture."

Grigorian's Yelp profile for "Grigorian Architects" was categorized under "Architects" and offered "Architectural design," "Architectural site analysis," and "Architectural project management." It claimed that he was "Highly Professional and experienced in every aspects of Architecture, worked in best Architectural firms in Los Angeles" and had a "Wide range of experience and knowledge in Architecture."

Grigorian's YouTube profile for "Grigorian Architects" advertised footage of him practicing and engaging in architectural services.

Grigorian's online advertising and profiles are devices that might indicate to the public that Grigorian is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes a violation of Business and Professions Code section 5536(a). The citation became final on March 12, 2025.

Tony Jones (Clements) – The Board issued a three-count citation with a \$3,750 administrative fine to Tony Jones, an unlicensed person, dba Architenders, for alleged violations of Business and Professions Code sections 5536(a), 5536(b) and 5536.1(c), and Title 16, California Code of Regulations section 134(a).

Between May 2, 2024, and July 1, 2024, Jones represented himself as an architect and his company as an architectural firm through the following advertisements:

His LinkedIn profile stated that his skills included "Architectural Drawings." His company website included advertising of commercial projects, used the phrase "Inspiring Architecture Designs," and referred to his company name ARCHITENDERS. Jones also used his Associate, American Institute of Architects (AIA) number in his company profile, adding to the public perception that he is a licensed architect.

Jones' online advertising devices might indicate to the public that he is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes a violation of Business and Professions Code section 5536(a) and Title 16, California Code of Regulations section 134(a).

On or about March 20, 2023, Jones executed a contract for commercial design services for a Boba store in Sacramento, California. Jones used the business name Architenders on the contract and on the plan's title block. The title of the contract was "AGREEMENT BETWEEN OWNER AND ARCHITECT/DESIGNER," it offered "architectural designs," and Jones was referred to as "Architect/Designer." The contract also included a section regarding the architect's responsibilities, and used the "ARCHITENDERS INC" logo. Jones is referred to as the "architect" in the contract document multiple times. By executing a contract for commercial architectural services which are not exempt from licensing requirements, Jones violated Business and Professions Code section 5536(a) and 5536.1(c).

Finally, Jones used a circular stamp with his name and signature, and included his Associate, AIA number, the initials "AIA" which is an abbreviation for American Institute of Architects, and "NCARB," which is an abbreviation for National Council of Architectural Registration Boards. The use of this stamp was misleading as it has a design similar to those used by licensed architects and represented or implied that Jones was licensed to prepare plans, specifications, or instruments of service. Such conduct constitutes a violation of Business and Professions Code section 5536(b).

A citation with an aggravated fine was warranted based on the following, according to CCR 152 subsections (d)(4)(7): Jones had received a letter of advisement on March 10, 2023, for a similar advertising violation (CAB #22-11-258A).

Jones paid the fine, satisfying the citation. The citation became final on March 14, 2025.

Hanif Daud (Diamond Bar) – The Board issued a one-count citation with a \$1,000 administrative fine to Hanif Daud, an unlicensed person, dba Icon Atelier, Inc., for alleged violations of Business and Professions Code sections 5536(a) and 5536.1(c).

On or about January 30, 2023, Daud executed a "Consultancy [sic] Proposal for Proposed Truck Wash and Repair Facility" with Mr. B.D.S. (client) for architectural services for a new truck wash bay and workshop facility measuring a total of about 6,100 square feet. The scope of work for the preliminary review included "Architectural Design" for a fixed fee of \$200,000.

The project is not exempt from licensure requirements under Business and Professions Code (BPC) section 5537 as it includes plans for a new commercial building. Daud's business name and initials were on the plans, and the contract for the plans confirmed his responsibility. Such conduct constitutes the practice of architecture as defined in BPC section 5500.1 and a violation of BPC sections 5536(a) and 5536.1(c). Daud paid the fine, satisfying the citation. The citation became final on April 3, 2025.

Edgar Vidal (Upland) - The Board issued a two-count citation that included a \$3,000 administrative fine to Edgar Vidal, dba Dream Design Build LLC, an unlicensed individual, for alleged violations of Business and Professions Code sections 5536(a) and 5536.1(c) and California Code of Regulations section 134(a).

On or about February 11, 2021, Vidal executed an "ARCHITECTURAL DESIGN AGREEMENT" with Mr. L.B. (client) to provide design services for a project located in San Fernando, California. The description of services stated "NEW BUILDING STRUCTURE FOR NEW 7 UNIT APARTMENT COMPLEX PER CITY OF SAN FERNANDO MUNICIPAL CODE & CALIFORNIA BUILDING CODE" for a planning fee of \$34,600 and building fee of \$33,200. This document offered "ARCHITECTURAL DETAILS."

The project plans dated November 11, 2024, listed “DREAM DESIGN BUILD” as the “Architectural Designer.” Vidal’s company website stated, “Dream Design Build // Architectural Planning & Design” and “UNLIKE MOST ARCHITECTURAL DESIGN FIRMS, WE DESIGN WITH THE BUILDER IN MIND. THIS MAKES THE HAND-OFF TO THE BUILDERS AS SEAMLESS AS POSSIBLE. RELIEVING YOU OF HEADACHES, & RESULTING IN PROJECTS THAT ARE ON TIME & ON BUDGET.”

Vidal’s personal Instagram profile included a rendering for a three-story building which is not exempt from licensing requirements, suggesting his company could provide this type of design. His company Linktree profile offered “Architecture Design.”

Vidal’s contract, title block, website, and online profiles, wherein Vidal used the title of “Architectural Designer,” described his services as “Architectural” and “Architecture,” and offered non-exempt services are devices that might indicate to the public that Vidal is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a) and California Code of Regulations section 134(a).

A six-unit apartment complex is not exempt from licensing requirements under BPC 5537(a)(2). Vidal designed the plans and signed them, and “DREAM DESIGN BUILD” is listed as the “Architectural Designer,” in violation of BPC section 5536.1(c). Vidal paid the fine, satisfying the citation. This citation became final on April 4, 2025.

Eran Gispan (Sherman Oaks) —The Board issued a one-count citation that included a \$2,500 administrative fine to Eran Gispan, dba Gispan Design, Inc., an unlicensed individual, for alleged violations of BPC section 5536(a). The action alleged that between August 26, 2022, and November 2, 2022, Gispan represented himself as an architect and his company as an architectural firm through the following advertisements:

The company website of Gispan Design, Inc. entitled “Gispan Design – Architectural Design” described it as an “Architectural Design Firm Based in Los Angeles” offered Commercial Design and a “full suite” of commercial design services; claimed design credit for a three-story residence and a commercial office; and offered a job titled “Architectural Design Assistant” with no licensure requirement. There were also numerous online descriptions of properties designed by “architect Eran Gispan.”

A heightened fine amount was warranted based on the following, according to CCR 152 subsections (d) and (e):

- a. Gispan exhibited bad faith by falsely claiming to bring his website into compliance;
- b. Widespread instances of advertising violations indicating a willful disregard of the law;
- c. Prior citation (CAB #19-02) and failure to comply with a prior order of abatement.

Gispan’s online advertising and profiles are devices that might indicate to the public that he is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes a violation of Business and Professions Code section 5536(a).

Gispan paid the fine, satisfying the citation. The citation became final on April 10, 2025.

Luis Ramirez (Palmdale) - The Board issued a two-count citation that included a \$2,500 administrative fine to Luis Ramirez, dba Lefranc Design, an unlicensed individual, for alleged violations of Business and Professions Code sections 5536(a) and 5536.1(c) and California Code of Regulations section 134(a).

On or about January 11, 2024, Ramirez executed an “ARCHITECTURE SERVICES PROPOSAL & CONTRACT FOR PROFESSIONAL SERVICES” contract with Mr. E.S. (client) to provide services for a project located in Rosamond, California. Ramirez was hired to measure, design, and prepare structural foundation and site plans for a steel garage building, a project which is not exempt from licensing requirements under Business and Professions Code Section 5537(a)(3).

Executive Officer's Report

The contract included “Architect Designer” and “Architectural” and “Architecture” services. The contract stated, “Architect agrees to provide the following” and “Lefrac Design is an architectural company providing services as architect designers and NOT licensed architects.”

In text messages between Ramirez and the client, Ramirez used the title of “Architect Designer.”

Ramirez’s company website offered “Architectural” services and stated Ramirez would “Generate architectural drawings quickly and efficiently...GOALS: increase my Architectural knowledge, perform well, gain trust and develop a long-term relationship that promotes mutual growth and prosperity...”

Ramirez’s company Angi profile was categorized under “Architects” and stated “Professional architect in Los Angeles with experience to design/develop residential and/or commercial buildings...”

Ramirez’s company Houzz profile was categorized under “Architects” and offered “architecture design and plans services.”

A citation with an aggravated fine was warranted because on June 22, 2022, the Board issued a one-count citation that included a \$1,500 administrative fine to LeFranc Design, for alleged violations of Business and Professions Code section 5536(a).

Ramirez’s contract, text messages, company website, and online profiles wherein Ramirez used the titles of “Architect Designer,” “Architectural Designer,” and “Professional architect,” described his services as “Architecture” and “Architectural,” and categorized his company as “Architects” are devices that might indicate to the public that Ramirez is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a) and Title 16, California Code of Regulations section 134(a).

The design of a steel garage building without a license is a violation of BPC section 5536.1(c). The citation became final on April 19, 2025.

Ricardo Urquidi (North Hollywood) - The Board issued a one-count citation that included a \$750 administrative fine to Ricardo Urquidi, dba Urbe & Orbe, an unlicensed individual, for alleged violations of Business and Professions Code section 5536(a).

On or around December 22, 2022, Urquidi was hired to prepare design plans associated with a residential project located in Sun Valley, California for S.N. (client) and to submit the plans to the City of Los Angeles Department of Building and Safety (LADBS) for approval. Urquidi was paid but never submitted plans to the city for the permit.

The agreement specifically stated, “will be prepared architectural drawings.”

Urquidi’s business card and company letterhead offered architectural services.

His title block included “ARCHITECTURE” and included Urbe & Orbe under “ARCHITECT & ENGINEER.”

Urquidi’s business card, title block, letterhead, and agreement, wherein Urquidi described his services as “Architect,” “Architecture,” and “Architectural,” are devices that might indicate to the public that Urquidi is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a). The citation became final April 26, 2025.

Michael Miller (Los Angeles) - The Board issued a one-count citation that included a \$250 administrative fine to Michael Miller, dba MM&A Architects, Inc., a licensed individual, for alleged violations of Business and Professions Code section 5536.22(a). The action ordered that Miller cease and desist from violating Business and Professions Code sections 5536.22, subdivisions (a)(6) and (a)(8). Miller paid the fine, satisfying the citation. The citation became final on April 27, 2025.

Ty Clay (Los Angeles) - The Board issued a one-count citation that included a \$1,500 administrative fine to Ty Clay, dba MG Design, an unlicensed individual, for alleged violations of Business and Professions Code section 5536(a) and Title 16, California Code of Regulations section 134(a).

On or about March 2024, Clay agreed to design a single-family house in Los Angeles, California for Ms. M.A. (client). The work order dated March 11, 2024, included design and development, site visit and survey, development of conceptual, landscape, and space plan drawings, and due diligence documents with lot spacing calculations for a fixed cost of \$4,930, which was paid in full. Clay said he would provide the survey report after the final amount was paid on June 21, 2024, but he never provided one.

Clay's title block from the plans dated May 28, 2024, included the word "Architecture." His company website offered "Architectural Design" and stated, "We are a full service architectural design company providing over 13 years of excellent residential and commercial service" and "To speak with an architect please use our contact link to leave a note or call us at..."

Clay failed to comply with the Board's request for information and corrections.

Clay's title block and company website wherein he offered an architect and described his services as "Architectural" and "Architecture" are devices that might indicate to the public that Clay is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a) and Title 16, California Code of Regulations section 134(a). The citation became final May 3, 2025.

Eric Martinez-Lucio (Watsonville) - The Board issued a three-count citation including a \$7,500 administrative fine to Eric Martinez-Lucio, an unlicensed individual doing business as Urbatect Development, LLC, for alleged violations of Business and Professions Code section 5536(a) and Title 16, California Code of Regulations section 134(a).

On or about April 19, 2021, Martinez-Lucio was hired to provide design services for a residential project located in Dillon Beach, California for Mr. G.M. (client). Under the contract, Urbatect was to "provide architectural design" for three ground-up homes to include the schematic design, design development and construction documents for a fixed fee of \$30,000. The client alleged that Martinez-Lucio failed to provide the services agreed to in the contract and delayed the project.

On or around September 3, 2024, Martinez-Lucio's company Facebook profile stated, "We are a multi-disciplinary design firm specializing in high-end architecture, ADUs, & construction." His company Houzz profile included several commercial projects which were not exempt from licensing requirements, such as the Salvatore Apartments, Tynan Village Apartments, and St. Leo's Apartments. Martinez-Lucio's company Instagram profile offered "Architecture" and called itself an "#architecturefirm." Martinez-Lucio's company Build Zoom profile offered "Architectural Drawings and Designs" and "Other Architecture and Engineering" services.

On or around September 3, 2024, Martinez-Lucio's Craigslist post offered services that included "Architect," "Architectural Designer," and "Architectural."

A citation with an aggravated fine was warranted because on February 15, 2024, the Board issued a two-count citation with a \$5,000 administrative fine to Martinez-Lucio, an unlicensed person, dba Urbatect Development LLC, for alleged violations of Business and Professions Code section 5536(a) and California Code of Regulations section 134(a).

On April 6, 2023, Martinez-Lucio was issued a Class "A" citation in the amount of \$1,000 for violations of California Business and Professions Code section 5536(a) and was formally advised that an unlicensed individual or firm in California cannot use any term confusingly similar to architect or architectural to describe services offered or be labeled in such a category. Martinez-Lucio failed to pay all previously issued fines.

Martinez-Lucio's business name, contract, online profiles (Build Zoom, Facebook, Houzz, Instagram) and online Craigslist advertisement, wherein Martinez-Lucio described his services as "Architecture" and "Architectural" and offered an "Architect" are devices that might indicate to the public that Martinez-Lucio is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a) and Title 16, California Code of Regulations section 134(a). This citation became final on May 3, 2025.

Magdi A. Labib (Cerritos) – The Board issued a two-count citation that included a \$2,000 administrative fine to Madgi A. Labib, a licensed individual, for alleged violations of Business and Professions Code sections 5536.22(a) and 5584 and California Code of Regulations, title 16, section 160(a)(2).

On or about June 15, 2022, Ms. R. M. (client) hired NPB Design Studio to prepare plans for the permitting of a residential addition consisting of a bedroom and bathroom of approximately 500-700 square feet. It also included the interior remodel to modify a master suite and a garage conversion to a junior accessory dwelling unit (ADU). The client paid NPB Design Studio \$16,649.

The proposed first floor plans dated February 6, 2023, for the above-mentioned project included Labib's stamp and signature. However, there was no written contract between Labib and either the client or NPB Design Studio. Labib's failure to execute a written contract with either the client or the design firm prior to commencing professional services for the above-referenced project constituted a violation of Business and Professions Code section 5536.22(a).

Labib's stamp and signature on the plans established his responsible control over the project under Business and Professions Code section 5586.1(a). While in responsible control, Labib failed to provide responses to Requests For Information, committed numerous design errors, and failed to complete the project. These failures resulted in costs to the client including construction costs to correct the framing, foundation, and electrical errors, fees paid to a new designer for new plans and project management, additional structural engineering fees, and additional permit fees to the City of Los Angeles.

Labib's failure to exercise proper care to oversee and assure that the plans met all applicable codes and regulations and were well coordinated constitutes a violation of Business and Professions Code section 5584 and California Code of Regulations, title 16, section 160(b). Labib paid the fine, satisfying the citation. The citation became final on May 20, 2025.

Noura Bishay (Lemon Grove) - The Board issued a one-count citation that included a \$1,500 administrative fine to Noura Bishay, dba NPB Design Studio, an unlicensed individual, for alleged violations of Business and Professions Code section 5536(a) and Title 16, California Code of Regulations section 134(a).

On or about October 31, 2024, Bishay's personal LinkedIn profile included "Top skills: Architectural Desgin [sic] • Architectural Drawings • Interior Architecture • Landscape Architecture." Bishay's company LinkedIn profile offered "Accessible & Architecture and Design." Bishay's company website identified Bishay as an "Architecture Designer."

Bishay had previously been issued a Letter of Advisement formally advising her that an individual not licensed in California to practice architecture or a firm without an affiliated California architect in responsible control of the professional services provided by the company, cannot use any term confusingly similar to *architect* or *architectural* to describe services offered, or be labeled in such a category.

Bishay's company website and LinkedIn profiles, wherein she used the title of "Architecture Designer" and described her services as "Architecture" and "Architectural," are devices that might indicate to the public that Bishay is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a) and Title 16, California Code of Regulations section 134(a). Bishay paid the fine satisfying the citation. The citation became final on June 2, 2025.

Roger Phillip Utt (San Diego) - The Board issued a one-count citation that included a \$2,500 administrative fine to Roger Phillip Utt, dba Dream Design Build LLC, an unlicensed individual, for alleged violations of Business and Professions Code sections 5536(a) (b).

On or around January 1, 2021, Utt entered into a contract with Ms. W.H. (client) by which he offered to provide design services for a residential project located in Poway, California. Utt was to provide plans for a home remodel expansion for a fee of \$7,960 and was paid in full.

The contract included "Roger Utt – Architect," "And the Architect: Roger Utt, License No. C-22229," the *Scope of Work* included "The Architect shall...", the *Costs* included "the Architect shall provide consultation, design and construction documents and drawings...", *Rates* included "Project Architect \$100.00 per hour," the *Termination of Services* stated "If terminated, Architect shall..." and the signature line stated "Roger Utt – Architect."

Utt's architect license had expired 12 years earlier on June 30, 2009, and was never renewed.

The Project plans dated June 22, 2022, were stamped and signed with Utt's name, license number C-22229, and the false renewal date June 30, 2023.

Utt's personal All Biz profile was categorized under "Architects" and stated, "Roger Utt Architect AIA is located in San Diego, California."

Between January 2, 2025, and January 30, 2025, the Board mailed letters to Utt detailing the allegations, but a response was not received.

A citation with an aggravated fine was warranted because Utt had been previously cited for the same type of violation on September 19, 2014 (citation #14-17).

Utt's contract, stamp on plans, and online profile, wherein Utt used the title of "Architect" and described his services as "Architecture" and "Architectural," are devices that might indicate to the public that Utt is an architect or qualified to engage in the practice of architecture in California. Such conduct constitutes violations of Business and Professions Code section 5536(a) and (b). Utt paid the fine, satisfying the citation. The citation became final on June 28, 2025.

Landscape Architects - None

AGENDA ITEM L.1: AB 667 (SOLACHE) LICENSE EXAMINATIONS: INTERPRETERS

SUMMARY

[AB 667](#) This bill requires all non-healing arts programs within the Department of Consumer Affairs (DCA) to add a question to their applications for the applicant to identify their preferred written, spoken, and signed languages, effective January 1, 2027. This bill requires each impacted program to determine whether there is a substantial number of non-English-speaking applicants who require the services of an interpreter and report their determinations to the Legislature by January 1, 2027.

Ordered to inactive file at the request of Senator Durazo on September 11, 2025.

Action Requested

None.

AGENDA ITEM L.2: AB 671 (WICKS) ACCELERATED RESTAURANT BUILDING PLAN APPROVAL

SUMMARY

[AB 671](#) requires a local building department or permitting department to allow a qualified professional certifier to certify compliance with applicable building, health, and safety codes for a tenant improvement relating to a restaurant.

Approved by the Governor on October 9, 2025.

Action Requested

None.

AGENDA ITEM L.3: AB 742 (ELHAWARY) LICENSING: APPLICANTS WHO ARE DESCENDANTS OF SLAVES

SUMMARY

[AB 742](#) requires state licensing boards within the Department of Consumer Affairs (DCA) to expedite applications from individuals seeking licensure who are descendants of American slaves.

Vetoed by the Governor on October 13, 2025.

Action Requested

None.

AGENDA ITEM L.4: AB 759 (VALENCIA) ARCHITECTS IN TRAINING

SUMMARY

[AB 759](#) authorizes individuals pursuing an architect license to use the title "architect-in-training" if they meet specified criteria and pay a fee to be determined by the California Architects Board (CAB).

Approved by the Governor on October 6, 2025.

Action Requested

None.

AGENDA ITEM L.5: AB 1341 (HOOVER) BUILDING LAW VIOLATIONS

SUMMARY

[AB 1341](#) authorizes the Contractors State License Board (CSLB) to take disciplinary action against a licensed contractor who is found to have violated license laws pertaining to the practices of architecture, landscape architecture, engineering, geology, geophysics, and land surveying.

Senate Committee on Appropriations placed on suspense file on August 25, 2025.

Action Requested

None.

AGENDA ITEM L.6: SB 641 (ASHBY) STATES OF EMERGENCY: WAIVERS AND EXEMPTIONS

SUMMARY

[SB 641](#) Among other things, this bill would authorize Department boards to waive the application of certain provisions of the licensure requirements that the board is charged with enforcing for licensees and applicants impacted by a declared federal, state, or local emergency or whose home or business is located in a declared disaster area. This waiver would apply to certain examination, license renewal, fee, and continuing education requirements.

Vetoed by the Governor on October 13, 2025.

Action Requested

None.

AGENDA ITEM M: Consideration of and Possible Action on Proposed Amendments to California Code of Regulations (CCR), Title 16, Division 2, Article 1, section 103 Delegation of Certain Functions

Summary

This item was previously brought before the Board during the August 21, 2025 meeting. At that time the Board asked for additional clarification related to the need for this proposal.

As currently written, California Code of Regulations (CCR) 103 Delegation of Certain Functions states that in addition to the Board the executive officer has the authorized delegated power to issue and proceed with disciplinary matters. The executive officer has the authority to receive and file accusations; issue notices of hearing, statements to respondent and statements of issues; receive and file notices of defense; determine the time and place of hearings under Section 11508 of the Government Code; issue subpoenas and subpoenas duces tecum; set and calendar cases for hearing and perform other functions necessary to the business-like dispatch of the business of the Board in connection with proceedings under the provisions of Sections 11500 through 11528 of the Government Code, prior to the hearing of such proceedings; to approve settlement agreements for the revocation or surrender of license; and the certification and delivery or mailing of copies of decisions under Section 11518 of the Government Code.

This proposal clarifies that in the absence of the executive officer, the delegated authority will extend to the assistant executive officer or the executive officer's designee. Additionally, the language clarifies that the delegated authority will be conferred to an acting executive officer when the Board selects one. Having these provisions in place will ensure the Board does not experience unnecessary delays in processing enforcement related items should the Board not have an executive officer available to address them in a timely manner. This will allow the Board to function as normal and avoid incurring delays due to a vacant position or extended absence.

Action Requested

Approve the proposed regulatory text for Section 103, direct staff to submit the text to the Director of the Department of Consumer Affairs and the Business, Consumer Services, and Housing Agency for review and if no adverse comments are received, authorize the Executive Officer to take all steps necessary to initiate the rulemaking process, make any non-substantive changes to the package, and set the matter for a hearing if requested.

If the Board does not receive any comments providing objections or adverse recommendations specifically directed at the proposed action or to the procedures followed by the board in proposing or adopting the action, during the 45-day comment period, and no hearing is requested then the Board authorizes the Executive Officer to take all steps necessary to initiate the rulemaking process, make any technical or non-substantive changes to the package, and adopt the proposed regulations at Section 103 as noticed.

Attachments

1. 16 CCR section 103 (Proposed Text)

Department of Consumer Affairs
Title 16. California Architects Board

PROPOSED REGULATORY LANGUAGE
Delegation of Certain Functions

Legend:	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by strikeout .
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Amend Section 103 of Article 1 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 103. Delegation of Certain Functions.

The power and discretion conferred by law upon the Board to receive and file accusations; issue notices of hearing, statements to respondent and statements of issues; receive and file notices of defense; determine the time and place of hearings under Section 11508 of the Government Code; issue subpoenas and subpoenas duces tecum; set and calendar cases for hearing and perform other functions necessary to the business-like dispatch of the business of the Board in connection with proceedings under the provisions of Sections 11500 through 11528 of the Government Code, prior to the hearing of such proceedings; to approve settlement agreements for the revocation or surrender of license; and the certification and delivery or mailing of copies of decisions under Section 11518 of the Government Code are hereby delegated to and conferred upon the executive officer of the Board, or in the executive officer's absence, to their designee or acting executive officer. Once the Board selects an acting executive officer, all powers delegated to the executive officer will vest to the acting executive officer.

Note: Authority cited: Section 5526, Business and Professions Code. Reference: Section 5561.5, Business and Professions Code.

AGENDA ITEM N: REVIEW OF FUTURE BOARD MEETING DATES

Summary

A schedule of planned meetings and events for 2026 are provided to the Board.

<u>Date</u>	<u>Event</u>	<u>Location</u>
February 26	Board Meeting	TBD
May 21	Board Meeting	TBD
August 20	Board Meeting	TBD
November 12	Board Meeting	TBD

AGENDA ITEM O: ELECTION OF 2026 BOARD OFFICERS

Summary

Business and Professions Code section 5518 states:

The Board shall elect from its members a president, vice president, and a secretary to hold office for one year, or until their successors are duly elected and qualified.

The Board Member Administrative Manual provides the following in relation to election of the Board officers:

The Board shall elect the officers at the last meeting of the calendar year. Officers shall serve a term of one year. All officers may be elected on one motion or ballot as a slate of officers unless more than one Board member is running per office. An officer may be re-elected and serve for more than one term.

The Manual also provides for a nomination process as follows:

The Board president shall appoint a Nominations Committee prior to the last meeting of the calendar year and shall consider appointing a public and a professional member of the Board to the Committee. The Committee's charge will be to recommend a slate of officers for the following year. The Committee's recommendation will be based on the qualifications, recommendations, and interest expressed by the Board members. A survey of Board members will be conducted to obtain interest in each officer position. A Nominations Committee member is not precluded from running for an officer position. If more than one Board member is interested in an officer position, the Nominations Committee will make a recommendation to the Board and others will be included on the ballot for a runoff, if they desire. The results of the Nominations Committee's findings and recommendations will be provided to the Board members in the meeting packet prior to the election of officers. Notwithstanding the Nominations Committee's recommendations, Board members may be nominated from the floor at the meeting.

Action Requested

At this meeting, the Board is asked to consider and elect the officers for 2026.

AGENDA ITEM P: CLOSED SESSION – PURSUANT TO GOVERNMENT CODE SECTION 11126(C)(3), THE BOARD WILL MEET IN CLOSED SESSION TO:

1. Deliberate and Vote on Disciplinary Matters
2. Approve February 20, 2025, Closed Session Minutes