Minutes: Illinois Architecture Licensing Board  
Date: July 20, 2011  
Time: 9:33 AM  
Location: Springfield Office, 320 West Washington St. Springfield, IL 62702

Board Members Present: Norman L. Lach, Chair  
Michael J. Andrejasich, Member  
Richard B. Cook, Member  
Luis A. Martinez, Member

Board Members Absent: James K. Zahn, Member  
Pukhraj Jain, Member

The Board Members present constituted a quorum of the Board.

Guests Present: Scott Veazey, President/Chairman of the Board, NCARB  
Michael Armstrong, Executive Officer, NCARB  
Derek Hease, Assistant Director of Member Relations, NCARB  
Jeff Fleming, President, American Institute of Architects (AIA)  
Chris Casey, AIA  
Jeff Budgell, President, National Association of Licensed Architects (ALA)

Staff Present: M. David Brim, Design Licensing Manager

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<td>I. Guests, Comments</td>
<td>Norman Lach greeted the guests and thanked them for coming. This is a unique meeting with more presidents and executive directors than have ever attended an Illinois Board meeting. He gave a brief description of what occurs as a normal meeting.</td>
<td>Meeting called to order at 9:33 a.m.</td>
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<td>Jeff Fleming stated that he was happy to attend and his wish is to keep the lines of communication open. The AIA has an annual conference coming up on the first Friday and Saturday in November in Lisle, Illinois, about an hour from downtown Chicago. There is a service project on Thursday and a tour on Saturday. Open to everyone, it is not required to be an AIA member to attend.</td>
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<td>Jeff Budgell thanked the Board for inviting him and that he was interested in working together and improving relations. The ALA has a conference and product show this fall, October 18th. There will be 90 or 100 vendors with products and</td>
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Norman Lach mentioned that the ALA and AIA both felt strong enough about the Board and licensure that a few years back they sponsored members of the board to attend the NCARB national convention.

### II. Announcements/Correspondence

### III. Review of Open Minutes

The Board reviewed the open minutes of the May 10, 2011 meeting. Motion was made, seconded (Lach/Andrejasich) and passed to accept the open minutes of the May 10, 2011 meeting as written.

### IV. Complaint Review Committee/Subcommittee Report

James Lev was scheduled to attend but was unable to as a tree had fallen on his house in Rockford and he had to deal with that issue.

Norm Lach reported:

Only 1 case and it was sent to Investigations. This had to have been the smallest number of cases on record for the CRC meeting for Architects. Cases as of May 11, 2011 were:

- **Architects** - 1 open, 2 closed, 0 referred
- **PE’s** – 3 opened, 1 closed, 0 referred
- **LS** – 1 opened, 0 closed, 1 referred
- **SE** – 0 opened, 1 closed, 0 referred

In Investigations:

- **Architects** – 554
- **PE** – 35
- **PLS** – 23
- **SE** – 7
- **PDF** – 71

Total of 190

### V. Old Business

#### A. Board Objectives

Norman Lach asked that the Board objectives be postponed until the next meeting.

### VI. New Business:

#### A. Report from NCARB Annual Meeting

Norm Lach reported regarding the Annual Meeting:

Richard, Luis and Norm participated in the seminar for the NAAB accreditation visits.
They are making it that you have to go to school in order to be on the accreditation committee, attending a 3 hour workshop, requiring a book to read, and complete a 5-hour on-line test to even be eligible to be on the committee. Scott stated that they have not yet determined the cycle that the possible candidates for the committee will have to do: The on-line exam will be required every year, but the workshop may not be.

Mr. Veazey thanked the Board for inviting him to attend. While the original invitation was for the May meeting, being able to attend now presented some unique opportunities as it allowed Mike and Derek to attend. As he stated at the Annual meeting, “There is a new sheriff in town and his name is Mike”. NCARB is looking to have additional outreach to the member boards. Mike Armstrong, the new CEO for NCARB has a vision that will revitalize NCARB. Mike and Derek visited North Dakota last week and will be visiting many more Boards.

He wanted to say a special thanks to Michael Andrejasich who is serving on the practice education committee this year, to Luis Martinez who is serving on the practice education committee, to James Lev who is the assistant chair of the multiple choice subcommittee of the ARE and is also on one of the practice analysis task groups and to Norm Lach who has been on the exam writing committees for years. Illinois has always been an active participant in the NCARB committee and task groups.

Mr. Veazey then spoke regarding the NCARB strategic plan and the two issues that are in front of NCARB this year. The first was resolution 2011-01, which is a continuing education that passed without Illinois support. This was placed upon passage in the model law. The new requirement is 12 hours of continuing education in Health, Safety and Welfare annually, from January 1 to December 31. The goal this year is to have the model law adopted across the country with structured HSW making reciprocity easier amongst the jurisdictions.

Another big issue on the NCARB plate is the practice analysis. This will be a survey of the architect profession, going beyond architects
and including those that work with architect; contractors, attorneys, develops, owners, NCARB, interns, ARE candidates, practitioners, etc. This will be an internet delivered survey. I mentioned that Jim Lev is serving on one of the work groups and he is now writing the questions for the survey. We’ve asked participants from ACSA to serve on the steering committee, AIAS, the student organization has a representative on the steering committee, as well as the National Architect Accrediting Board (NAAB) and the AIA all have representatives on the steering committee. It’s our hope that with their participation that there is a greater understanding of how the survey is done. NCARB’s primary use of the practice analysis is to develop the A.R.E., also used to inform IDP, and will guide NCARB’s response to the 2013 Architectural accrediting review conference. That will set the accreditation standard for the next 6 years for all 153 architectural programs in the US. One of the interesting things that has developed since the last full practice analysis in 2001 is the ability to deliver the survey over the internet. Architects like participating in the surveys as the last survey update 3 years ago had over 10,000 responses, which gives the statisticians and psychometricians great confidence in the responses. What is interesting is what is called “matrix sampling”. Instead of asking one person all the questions that need to be asked about the profession of architecture, there will be questions designed for the practitioner, questions designed for the academics, questions design for interns, developers, bankers and other types of involved constituents, then we can begin to see what those types of groups are saying. One of the questions in the last update is “when did you learn something” rather than “when should it be learned”. The debate has always been when something should be learned. The practitioners have said that everything should be learned in school, so that a graduate can do everything right out of school, but that is not the way that architecture and the practice is learned. This will help us and the accreditation group to parse the information and utilize the data from the practice analysis. NCARB committees are now analyzing what questions should be asked, and set up to
follow the A.R.E.. The questions are pre-tested, so some of you may end up getting some pre-test questions. This survey will be delivered in September of 2012. There is a short window between September 2012 and January 2013. NAAB is asking for all responses to be delivered to them by mid-January 2013.

This coming year, the strategic plan, a process that began over a year ago, with all the jurisdictions participating at the annual meeting having a structured exercise for what they wanted from the Council. This followed with the November meeting where all the member board executives and chairs attended a meeting and distilled that information. There are 5 strategic issues that are available on the website.

A) All Member Boards will accept the NCARB Certificate for reciprocal registration and all architects will actively seek certification.
B) Member Boards, registered architects and emerging professionals will have appropriate access to an NCARB hosted central database of credentials.
C) All architectural collateral organizations will contribute to and value an expanded practice analysis and will use common terms to define the expected outcomes for architectural education, internship, examination, and continuing education.
D) Internship will be viewed as a valued part of the development of future architects by interns, supervisors, educators and the profession; and, all architecture students will be enrolled in the Intern Development Program at the earliest point of eligibility.
E) All Member Boards will adopt and implement NCARB standards for continuing education.

There are 4 other things that the NCARB and specifically the Board has been tasked with this year: Strategic planning. This was to make sure that a strategic plan was not developed and then put on the shelf so that five years later a new President would say “let’s have a strategic plan”. To ensure this, the agenda has been changed and the way that the Board does business. Now the first thing that we talk about is the strategic plan and long-range issues that may become a part of the vision of the Council. There are four issues that have come out of the Board
meeting that they can address this year and
the intent of the Board is to address one at
each of the Board meetings. Those are:
1) Financial structure and stability: How can
NCARB continue to finance the programs
that need to be in place in order for NCARB
to move the profession forward.
2) Value of the Certificate: trying to
communicate that to the 2/3rds of the
architects that are not certificate holders.
3) Reciprocity: This has been the mission of
NCARB since 1919 with the hope that
Model Law would be adopted by all
jurisdictions.
4) Agility: NCARB is a semi-bureaucracy,
and I’ve always heard it said that the reason
we have bureaucracy is so that we can’t
screw things up quickly. But there are times
when we need to move with greater agility

Mr. Veazey commented that Mike
Armstrong comes with a background in
communication and journalism as well as
being educated and licensed as an attorney,
so the NCARB website will probably take a
more pro-active role.

Mr. Veazey stated that he was excited about
the year and thought it was wonderful that
the two Jeff’s could join us in the meeting.

The AIA Board will be meeting in
September and the hope is that the AIA and
NCARB will align on the CE requirements.
Jeff Budgell stated that the ALA provides
programs but does not have any CE
requirements.

Mr. Veazey and the Board discussed the
requirements of CE amongst the jurisdictions
and the renewal period, as well as the quality
of continuing education that is offered. The
member board executives at the MBE
meeting suggested decoupling the CE
requirement from the renewal period, and
that resulted in the resolution.

Derek Haese is working with the MBE
committee; model law was designed so it
could be incorporated by everybody and it
was put on as 12 per calendar year as there
are some jurisdictions that have a one-year
renewal period. All that Illinois would have
to do is change the statement on the renewal
to state that the licensee has met the
requirements of the last two calendar years.

NCARB has done all that it can do and now it is up to the separate jurisdictions to make sure the model law is adhered to.

Mr. Veazey stated that one item that has concerned NCARB is “what is NCARB’s role in continuing education beyond model law?” There are some in the NCARB organization that feel that CE should come under NCARB and other that feel that NCARB should only keep records of the CE instead of accrediting or certifying CE. Part of that is standardizing the transcript. The discussion with AIA is concerning those roles. Maybe NCARB should be the record keeper. AIA used to use the Oklahoma University and now has taken the process back in-house. That seems to be working fine, as far as he can tell from reviewing his own record with AIA.

The Board and the guests discussed multiple aspects of the CE requirements, the AIA, NCARB and possible changes for the future.

Mr. Veazey discussed the NCARB downsizing. One of the charges that he has asked three committees to look at this year is the realignment or direction that NCARB should be going regarding the Regions and the role of the Regional Director. Why do we need regions?

The Board discussed history of attempts to reduce the regions and the necessity of representation. It was remarked that some of the states have restricted travel; Wisconsin being pointed out as not being represented at the annual meeting (the Region Chair not being able to attend) and that Kato Smith of Indiana has resigned from the position of Treasurer. This reduces the leadership of the Region and Mr. Veazey is asking that more members step up and become leaders in the Region.

Norman Lach asked is if it was the plan of NCARB for the Executive Director and the President to meet with all the Boards.

Michael Armstrong replied that he is doing a lot of travel anyway and by meeting with the Boards or the MBE, this may be the only
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<td>C. Election of James Lev as Emeritus</td>
<td>The Board discussed the status of James Lev, past member of the Architect Board. In order to recognize his contribution to the Board, M. David Brim asked that he be made a Board Member Emeritus.</td>
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<td>D. Election of Vice Chair</td>
<td>As James Lev was the Vice-Chairman and is no longer with the Board, the Board discussed the appropriate person to become the Vice-Chairman for the remainder of the year.</td>
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Contact with the travel restrictions of the states, and that is not acceptable. His goal is to get all the jurisdictions involved with NCARB. While he does not think that he will be able to go to each of the 54 jurisdictions in the first year, he will be attempting to contact as many as he can. If not him, then Derek may attend in his place. His charge (and Derek’s) is to make NCARB more proactive.

There was a discussion of utilizing teleconferencing for regional and possibly other conferences.

Norman Lach asked why there was the change in the Broadly Experienced Architect that the practice has to be in the state of your license, instead of having it under direct supervision. Scott replied that the BEA resolution came about with the elimination of the personal interview. Instead, they now require 3 projects where the architect is the architect of record. That would be the only way to determine that the architect was in responsible control. The Board discussed the ramifications of the BEA and the change in the requirements.

Motion was made, seconded (Andrejasich/Cook) and passed that: In recognition of James Lev’s contribution to the Illinois Architecture Licensing Board, the Board names him as “Emeritus Board Member”.

Motion was made, seconded (Lach/Cook) and passed that Michael Andrejasich be elected to the post of Vice-Chairman. The vote was unanimous.
### E. IDP Coordinator Conference

Scott Veazey: The IDP Coordinator Conference will be next week in Chicago. There have been recent changes in the NAAB requirements, one of which is that each school must have a trained education coordinator and they must attend training once every three years. NCARB pulled that program in-house and now funds all education coordinators to the meeting. It has been in Chicago last year and this year and it appears to be a central location. Prior to that it was an AIA program with joint support from NCARB and trended to 35 to 40 educators. Last year there were over 117 educators from about 88 schools. AIA is funding for the first time all the state coordinators. The NCARB and AIA staff runs the conference beginning Friday morning (July 22, 2011) through Saturday noon. On Thursday night there is a meeting for interns and young architects, and on Sunday there is a focus group.

Norm Lach informed the Board that he has sought permission from the Department for himself and members from the Investigation and Prosecutions Sections of Enforcement to participate in the presentation regarding the process of the Department in applications and enforcement.

Norm mentioned that Illinois was the first state to license architects, but the 42nd state to require IDP.

Norm Lach brought up the change in the IDP allowing IDP to be started just after High School, but with the maintenance fee starting in the 3rd year. He provided a copy of the license paths and the costs involved with IDP.

Scott responded that the Intern is totally in control of their future and they can determine when they wish to enter IDP and the fee is nominal.

There was a discussion regarding who pays, who would increase their payments (Record Holders?) to subsidize the IDP. Currently there are 38,000 NCARB certificate holders subsidizing the A.R.E..

Mike Armstrong stated that on his “to-do” list with his staff is to increase the transparency and talk about the cost of the
different programs and where the fees are utilized. NCARB will have to not only talk about the fees, but justify the fees and professionalize the fees. Eventually, this information will be on the website.

The Board thanked the guests for attending and sharing their thoughts with the Board and allowing the Board to ask questions.

VII. Closed Session:
   A. Review of Closed Minutes
   B. Application Review

Motion to go into Closed Session

Roll Call:
Norman Lach
Michael Andrejasich
Richard Cook
Luis Martinez

Motion was made, seconded (Andrejasich/Martinez) and passed to go into Closed Session pursuant to the Open Meetings Act at 1:03 pm.

Motion to go into Open Session

A. Review of Closed Minutes
The Board reviewed the closed minutes of the May 10, 2011 meeting.

Motion was made, seconded (Andrejasich/Lach) and passed to go into Open Session at 1:56 pm.

B. Application Review
The Board reviewed and made recommendations for 11 applicants for licensure by endorsement, restoration, and acceptance of examination.

Motion was made, seconded (Andrejasich/Cook) and passed to accept the recommendations made in closed session.

VIII. Signatures
   A. Action Sheets
   B. Travel Vouchers

The Board signed action sheets 11-1435 through 11-1445

IX. Adjournment

Motion was made, seconded (Martinez/Andrejasich) and passed to adjourn the meeting. Meeting adjourned at 1:54 pm.