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## **FBC Education Administrator Report**

**October 5, 2010**

- A. Provided administrative support for FBC Education POC August 4, 2010 meeting
- B. Drafted minutes for FBC Education POC August 4, 2010 meeting
- C. Prepared agenda for FBC Education POC meeting on October 5, 2010
- D. Inquiries from the public July 29, 2010 to September 23, 2010 as follows:

10 inquiries: 1 telephone and email; 4 telephone only; 5 email only

### Category of inquirers:

3 Architect

6 Provider

1 Consumer

### Types of Inquiries:

1 Core

3 Advanced Core

5 Course Accreditation

1 Construction Lien Law

## **E. Potential BCIS Projects Report**

Based on the prioritization by the Education POC Members and technical needs, here are the things that will be done under the current contract allocation (\$11,250):

- Add effective date to the self-affirmation form (technical)
- System display of a course survey/evaluation/comment form (see item F below)
- System display of training components on course development (download)
- Posting of tutorials at various points of course application
- Automatic e-mail to provider and staff when no action by accreditor (technical)
- Ability for staff to archive courses or course applications no longer active
- Revision of names for course status categories
- Add feature to allow any person to obtain a list of courses in Excel format (download)

F. For cost reasons, recommend the survey/evaluation/comment mechanism be handled by education administrator through the use of Survey Monkey (or similar), rather than develop this function as part of BCIS. This saves money and avoids specific continuing expense.