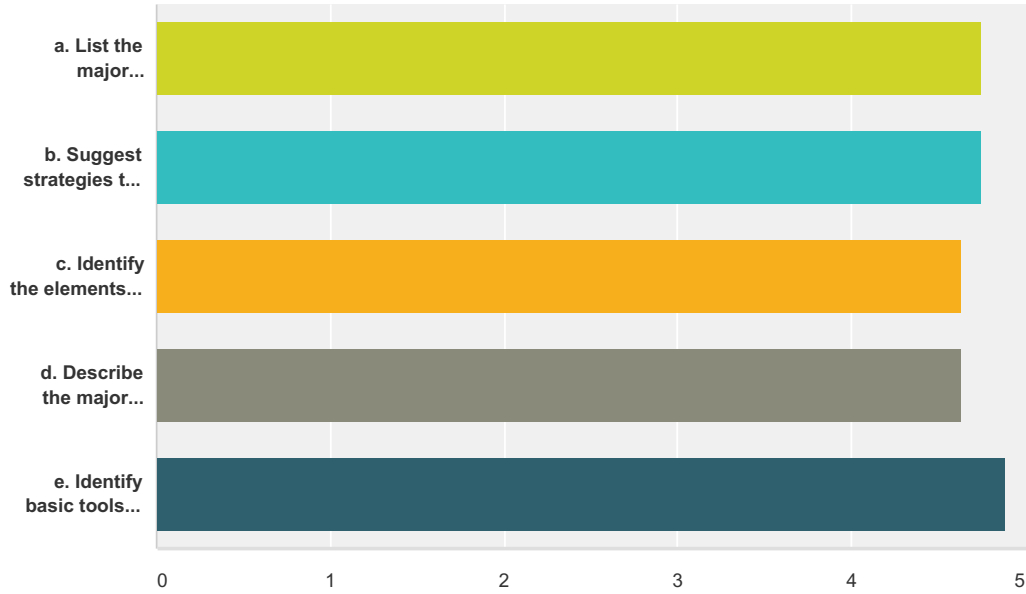


Q1 Assess the workshop from the standpoint of what you gained from the experience:How well did the workshop meet the following stated objectives?DAY 1

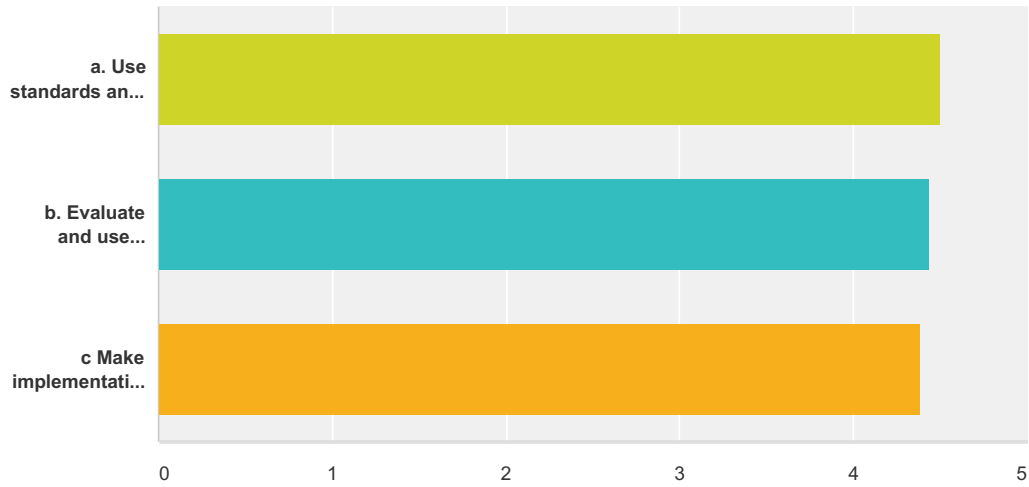
Answered: 16 Skipped: 0



	Poor	Fair	Average	Good	Excellent	Total	Weighted Average
a. List the major processing challenges posed by electronic records;	0.00% 0	0.00% 0	0.00% 0	25.00% 4	75.00% 12	16	4.75
b. Suggest strategies to mitigate them;	0.00% 0	0.00% 0	0.00% 0	25.00% 4	75.00% 12	16	4.75
c. Identify the elements of an integrated arrangement and descriptive program for electronic materials;	0.00% 0	0.00% 0	0.00% 0	37.50% 6	62.50% 10	16	4.63
d. Describe the major standards supporting descriptive systems for electronic materials;	0.00% 0	0.00% 0	0.00% 0	37.50% 6	62.50% 10	16	4.63
e. Identify basic tools that will help you to arrange and describe born-digital records.	0.00% 0	0.00% 0	0.00% 0	12.50% 2	87.50% 14	16	4.88

Q2 How well did the workshop meet the following stated objectives?DAY 2

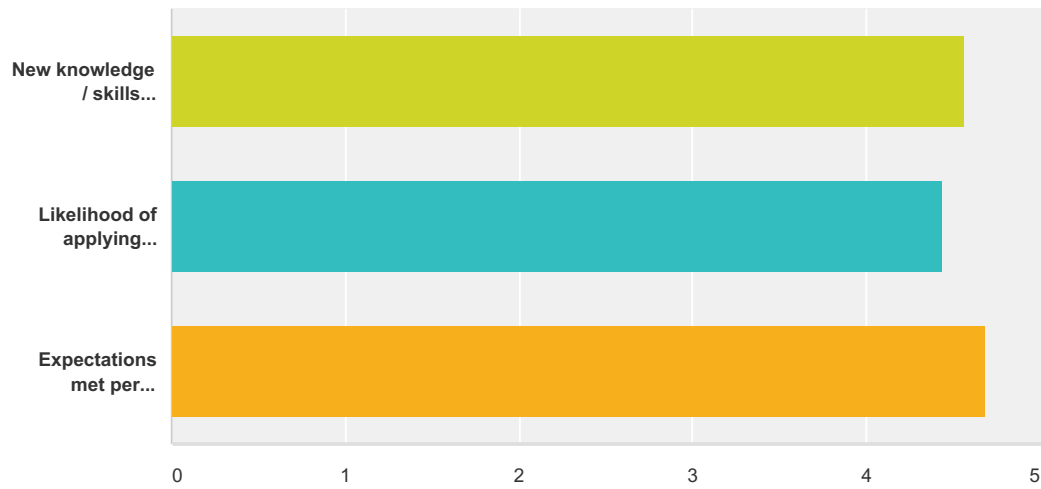
Answered: 16 Skipped: 0



	Poor	Fair	Average	Good	Excellent	Total	Weighted Average
a. Use standards and tools that support an integrated processing workflow for digital materials;	0.00% 0	0.00% 0	0.00% 0	50.00% 8	50.00% 8	16	4.50
b. Evaluate and use software to process electronic records in a way that preserves their identity, significant characteristics, evidential value, and utility; and	0.00% 0	0.00% 0	6.25% 1	43.75% 7	50.00% 8	16	4.44
c. Make implementation decisions in order to develop a processing workflow that is suitable for your repository.	0.00% 0	6.25% 1	6.25% 1	31.25% 5	56.25% 9	16	4.38

Q3 How would you rate the:

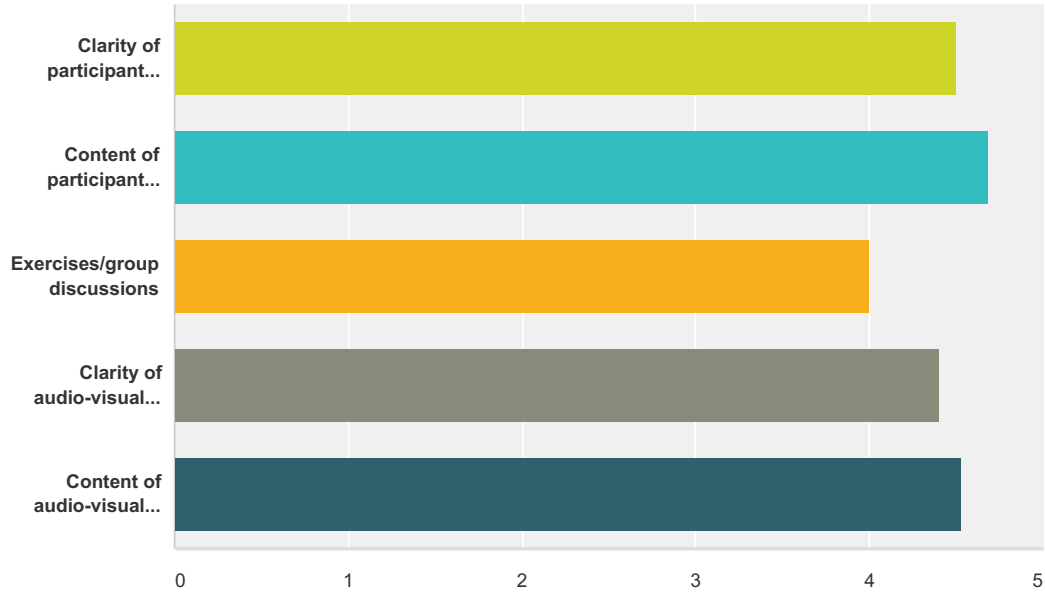
Answered: 16 Skipped: 0



	Poor	Fair	Average	Good	Excellent	Total	Weighted Average
New knowledge / skills acquired	0.00% 0	0.00% 0	0.00% 0	43.75% 7	56.25% 9	16	4.56
Likelihood of applying concepts to your work	0.00% 0	0.00% 0	12.50% 2	31.25% 5	56.25% 9	16	4.44
Expectations met per advertising	0.00% 0	0.00% 0	0.00% 0	31.25% 5	68.75% 11	16	4.69

Q4 Rate the methods and materials relative to their value in accomplishing the workshop:

Answered: 16 Skipped: 0



	Poor	Fair	Average	Good	Excellent	N/A	Total	Weighted Average
Clarity of participant handouts	0.00% 0	0.00% 0	0.00% 0	50.00% 8	50.00% 8	0.00% 0	16	4.50
Content of participant handouts	0.00% 0	0.00% 0	0.00% 0	31.25% 5	68.75% 11	0.00% 0	16	4.69
Exercises/group discussions	6.25% 1	0.00% 0	12.50% 2	50.00% 8	31.25% 5	0.00% 0	16	4.00
Clarity of audio-visual aids	0.00% 0	0.00% 0	12.50% 2	31.25% 5	50.00% 8	6.25% 1	16	4.40
Content of audio-visual aids	0.00% 0	0.00% 0	12.50% 2	18.75% 3	62.50% 10	6.25% 1	16	4.53

Q5 What aspect of the workshop methods/materials was most valuable to you? Why?

Answered: 16 Skipped: 0

#	Responses	Date
1	Check sums and authentication.	10/26/2016 1:15 PM
2	I think having the booklet to refer back to will be a huge help, since it will be a few months before I can get started making policies and procedures.	10/1/2016 12:07 PM
3	The most valuable aspect was learning about the tools available for processing electronic records.	9/26/2016 12:27 PM
4	demo of tools and explanation from an expert	9/22/2016 4:41 PM
5	Hands on work, but would have preferred to have the exercises in part II broken down into smaller component steps.	9/22/2016 9:12 AM
6	I really liked learning about tools I can use at my institution. They provide a concrete and practical application of the class.	9/21/2016 2:00 PM
7	Readings and hands on demos of software	9/20/2016 8:56 AM
8	File structure - I think we might implement this at my organization.	9/19/2016 5:08 PM
9	The tool demonstrations were great, as well as the tool instruction sections in the course book. Also, coverage of the essentials for creation of well-formed AIPs will be very helpful right away.	9/19/2016 12:01 PM
10	Having the opportunity to practice skills on sample materials with the tools discussed.	9/19/2016 11:54 AM
11	The group work was quite valuable. It helped to solidify the theories and tools we learned about and provided an opportunity to discuss certain issues that the theories and tools could help resolve.	9/19/2016 10:30 AM
12	Exercises with the software	9/19/2016 9:23 AM
13	Getting to experiment with different tools for working with digital assets.	9/19/2016 8:56 AM
14	information on DACS and metadata- My purpose for attending this workshop was to improve my knowledge of both DACS and metadata in the hope of creating templates and workflows for our preservation system. I gained the knowledge and came away with ideas/theories for implementation.	9/19/2016 7:35 AM
15	review of similarities and differences between electronic and analog records (reminded me that they were still "records" and basic archival principles still apply); information on various tools used to process, arrange and describe electronic records	9/19/2016 7:29 AM
16	Clarifying aspects of my current workflow that I could improve	9/16/2016 4:52 PM

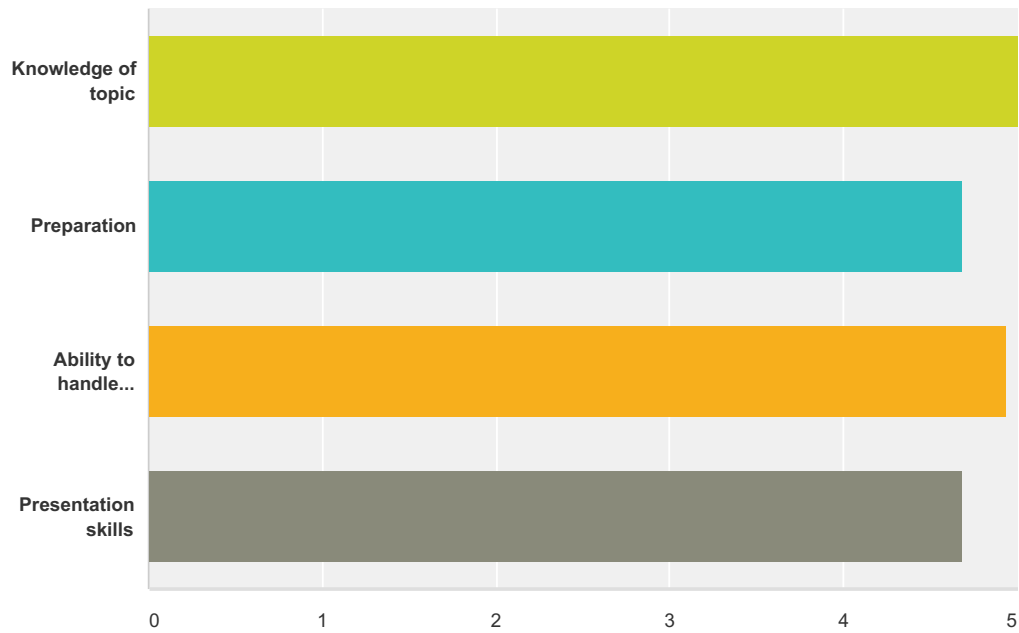
Q6 What aspect of the workshop methods/materials would you change? Why?

Answered: 16 Skipped: 0

#	Responses	Date
1	Archival file types for long term preservation widespan use - convert. document to rtf for use by more machines	10/26/2016 1:15 PM
2	We didn't always go over the results of the in class exercises like I thought we would, to the point where I wasn't quite sure if I was doing what I was supposed to in figuring out how to arrange and describe the pretend collections.	10/1/2016 12:07 PM
3	I would have enjoyed going through some of the workflow exercises as a group. The instructor demonstrated tools and talked about workflows, but I felt that we were on our own when it came to the exercises, especially on the 2nd day. I would have enjoyed more of an opportunity to discuss "what to do when" as a group.	9/26/2016 12:27 PM
4	Many of the exercises were not helpful, especially when we did not review them afterwards, which seemed to be the norm on the second day. I would prefer the instructor to walk through some example workflows and applications of different tools so we could understand how different combinations might work in a variety of settings. Also-- show what different AIPs might look like, beyond the basic folder hierarchy that was the focus model. Showing and discussing the Powrr Tool Grid/COPTR on the first day (after introducing a few tools) would have been very helpful for me, so that I could start to understand where tools might be used for different steps. By the mid-point of the second day, I was just overwhelmed trying to understand how the bewildering array of tools met different needs.	9/22/2016 4:41 PM
5	I would incorporate the POWRR grid into the instruction. It was difficult to remember exactly what each tool did, especially those that did more than one function, and where they fit into the arrangement and description process. Also a couple of slides need updating.	9/22/2016 9:12 AM
6	n/a	9/21/2016 2:00 PM
7	Better download instructions for software.	9/20/2016 8:56 AM
8	Less time for exercises. Especially the second day's exercises, I believe we were given 30-45 minutes each for two separate exercises.	9/19/2016 5:08 PM
9	The practical DACs exercises were not that helpful in the workshop setting (I don't work that much with DACs); would have appreciated more exercises involving working with tools and toolsets.	9/19/2016 12:01 PM
10	Course readings seemed excessive. Should prioritize required readings and leave some as background materials.	9/19/2016 11:54 AM
11	I felt a bit overwhelmed with all of the tools and theories we learned in 2 short days. I wish we had more time, or at least one more day, to go over the tools and how they relate to the particular theories, steps in processing, and other components of arranging and describing e. records that we learned about. If making one of the courses a 2-day workshop or scaling back on the amount of information provided in one day, I think that may help ease some anxieties.	9/19/2016 10:30 AM
12	None	9/19/2016 9:23 AM
13	I would have liked more discussion about strategies for arrangements, especially those beyond reorganizing files into a directory folder structure.	9/19/2016 8:56 AM
14	examples- Unfortunately, the examples used were not easily adaptable to my archiving situation.	9/19/2016 7:35 AM
15	perhaps shorten slightly amount of time allowed for exercises on second day.	9/19/2016 7:29 AM
16	While I understand that a workshop on arrangement and description can't veer too far off into other archival functions, I think it would have been really valuable to integrate a bit of discussion regarding appraisal of electronic records. In my own practice, I find that appraisal and A&D overlap to a certain degree (e.g., I sometimes have to perform a certain degree of arrangement on the files in order to get them into a state where I can begin to appraise them).	9/16/2016 4:52 PM

Q7 How would you rate the individual instructor?

Answered: 16 Skipped: 0



	Poor	Fair	Average	Good	Outstanding	N/A	Total	Weighted Average
Knowledge of topic	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 16	0.00% 0	16	5.00
Preparation	0.00% 0	0.00% 0	6.25% 1	18.75% 3	75.00% 12	0.00% 0	16	4.69
Ability to handle questions	0.00% 0	0.00% 0	0.00% 0	6.25% 1	93.75% 15	0.00% 0	16	4.94
Presentation skills	0.00% 0	0.00% 0	0.00% 0	31.25% 5	68.75% 11	0.00% 0	16	4.69

Q8 Additional Comments for Instructor:

Answered: 5 Skipped: 11

#	Responses	Date
1	This could be a good addition - or a different course.	10/26/2016 1:16 PM
2	Great job supplementing the material with different examples and trying to explain concepts alternative ways when the class didn't get them. Some sort of wrap-up discussion or review would have been helpful after each exercise. The exercises felt a bit isolating, and some of them would have been easier to do as a group up on the screen.	9/22/2016 4:43 PM
3	slides need	9/22/2016 9:12 AM
4	Best instructor yet!	9/19/2016 12:01 PM
5	Seth is a fantastic instructor. He was knowledgeable about the topic matter and was able to explain the materials to the "non-IT savvy" archivists, such as myself, in ways that were educational and considerate. I would take a class with him again in the future.	9/19/2016 10:32 AM

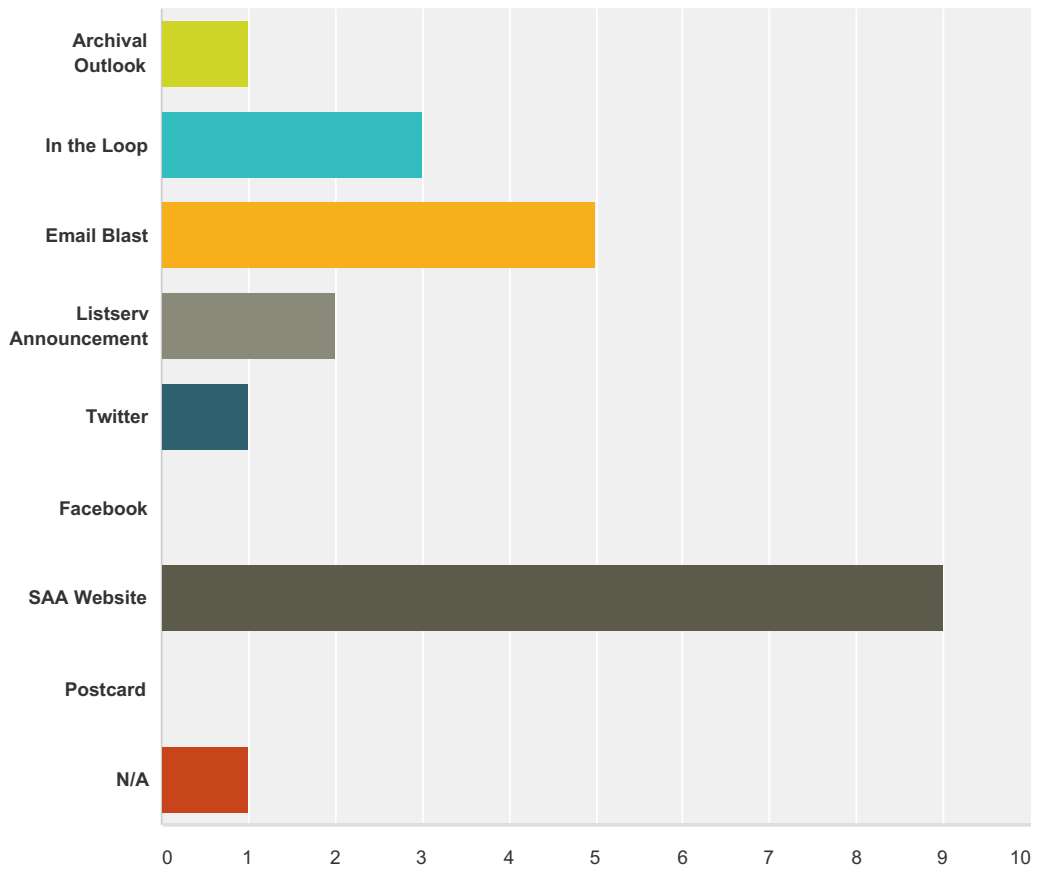
Q9 What other workshop topics do you need for your continuing education and where would you like to see them held? (List city and state please).

Answered: 16 Skipped: 0

#	Responses	Date
1	n/a	10/26/2016 1:16 PM
2	Accession of digital records, managing processing temps/volunteers, how to process very large collections, and I wish more things could be held around Pittsburgh.	10/1/2016 12:09 PM
3	I would like to see more DAS workshops in Ohio and Kentucky.	9/26/2016 12:30 PM
4	any DAS Tactical & Strategic, Transformational, or Tools & Services courses. Indianapolis, IN	9/22/2016 4:46 PM
5	Providing Access to Digital Archives; Appraisal of Electronic Records or Introduction to Processing Digital Records and Manuscripts Indiana/Ohio/Kentucky/Michigan region	9/22/2016 9:17 AM
6	I would love to see more of the certification classes held in West Virginia, Kentucky, Tennessee, and Virginia.	9/21/2016 2:01 PM
7	Cincinnati, OH Columbus, OH Louisville, KY TN Indianapolis, IN Suburban Chicago, IL Any city close to a major airport.	9/20/2016 8:59 AM
8	Any sort of digital humanities workshop, near Highland Heights or Florence, KY.	9/19/2016 5:09 PM
9	Digital archival management systems and applied tools (Northeast University setting).	9/19/2016 12:03 PM
10	Digital preservation & EAD3 (Louisville, KY).	9/19/2016 11:59 AM
11	I would like to see more workshops held in Charlotte, North Carolina. I have 3 more classes for my DAS certificate, none of which are workshops.	9/19/2016 10:33 AM
12	Appraisal of Electronic Records Copyright Law for Archivists Tallahassee, Florida	9/19/2016 9:48 AM
13	I have just started working toward the DAS certificate, so really anything, but I'd be particularly interested in Digital Repositories and Command Line Interface. As far as location, I'd be willing to travel to anywhere in Ohio, Indiana, Michigan, northern Illinois, and western Pennsylvania (a ~5 hr. radius of where I live).	9/19/2016 9:10 AM
14	Unsure of my continuing education needs at this time, but could most easily attend sessions held in Lexington or Louisville, Kentucky.	9/19/2016 7:38 AM
15	anything to do with electronic records! Cleveland or Columbus, Ohio Chicago, IL Pittsburgh, PA	9/19/2016 7:30 AM
16	Appraisal of electronic records, and electronic records transfers within an institutional records context (particularly through non-media based methods, like receiving records via email or cloud services) (Cincinnati, OH)	9/16/2016 4:55 PM

Q10 How did find out about this workshop? Please check all that apply:

Answered: 16 Skipped: 0

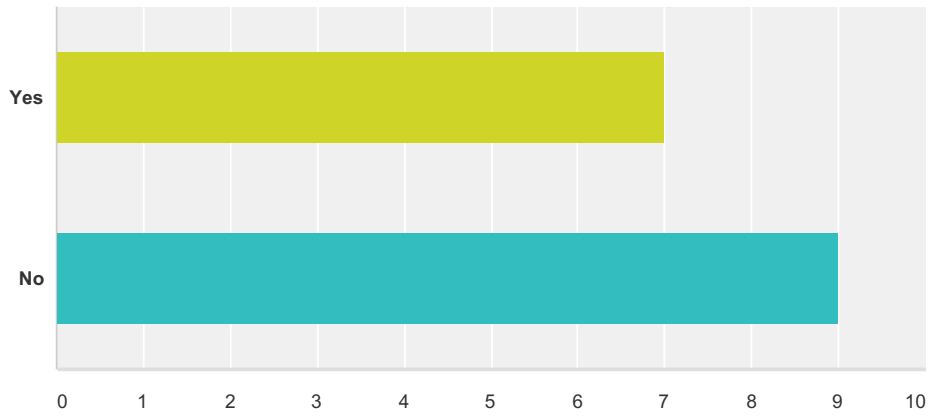


Answer Choices	Responses
Archival Outlook	6.25% 1
In the Loop	18.75% 3
Email Blast	31.25% 5
Listserv Announcement	12.50% 2
Twitter	6.25% 1
Facebook	0.00% 0
SAA Website	56.25% 9
Postcard	0.00% 0
N/A	6.25% 1
Total Respondents: 16	

#	Other (please specify)	Date
1	Colleague who was also registered for the course	9/16/2016 4:55 PM

Q11 May we use your evaluation and name for testimonials?

Answered: 16 Skipped: 0



Answer Choices	Responses
Yes	43.75% 7
No	56.25% 9
Total	16

#	Name (optional)	Date
1	Eira Tansey	9/16/2016 4:55 PM