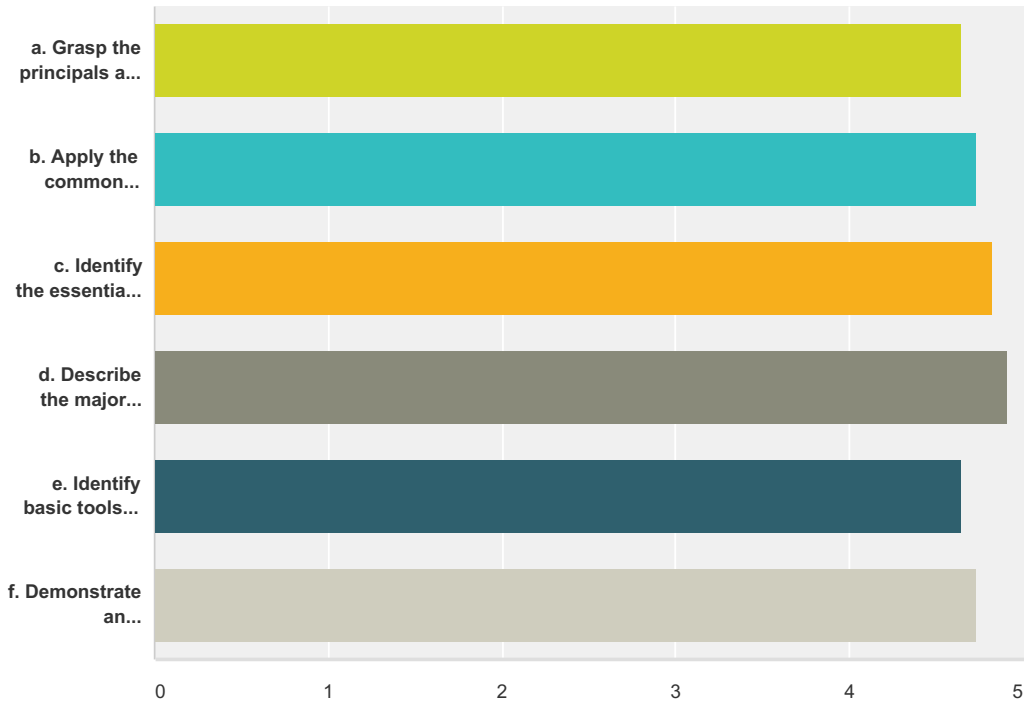


Q1 Assess the course from the standpoint of what you gained from the experience: How well did the course meet the following stated objectives?

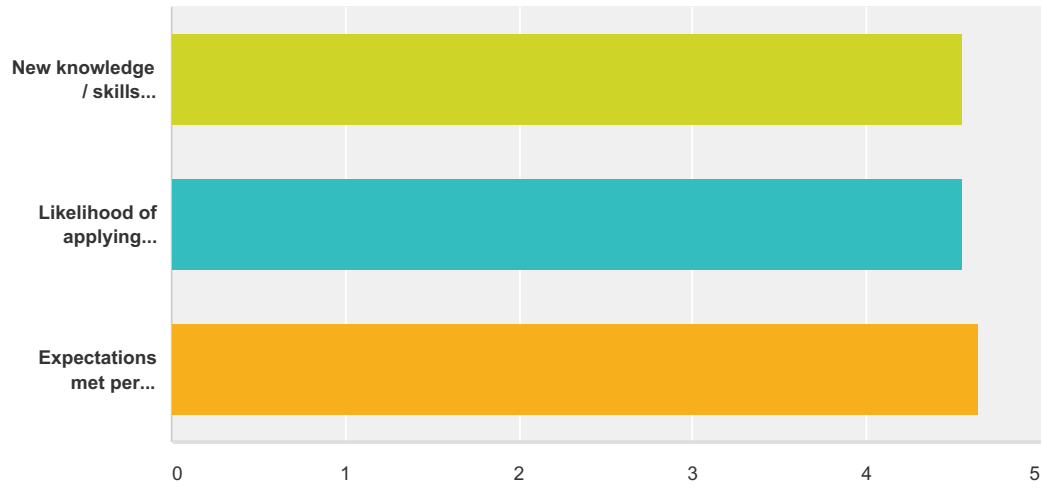
Answered: 11 Skipped: 0



	Poor	Fair	Average	Good	Excellent	Total	Weighted Average
a. Grasp the principals and concepts of arrangement	0.00% 0	0.00% 0	0.00% 0	36.36% 4	63.64% 7	11	4.64
b. Apply the common arrangement of various types of collections and material formats	0.00% 0	0.00% 0	0.00% 0	27.27% 3	72.73% 8	11	4.73
c. Identify the essential elements of a finding aid	0.00% 0	0.00% 0	0.00% 0	18.18% 2	81.82% 9	11	4.82
d. Describe the major standards supporting the essential elements of a finding aid	0.00% 0	0.00% 0	0.00% 0	9.09% 1	90.91% 10	11	4.91
e. Identify basic tools that can be employed to facilitate management of arrangement and description	0.00% 0	0.00% 0	0.00% 0	36.36% 4	63.64% 7	11	4.64
f. Demonstrate an understanding of best practice	0.00% 0	0.00% 0	0.00% 0	27.27% 3	72.73% 8	11	4.73

Q2 How would you rate the:

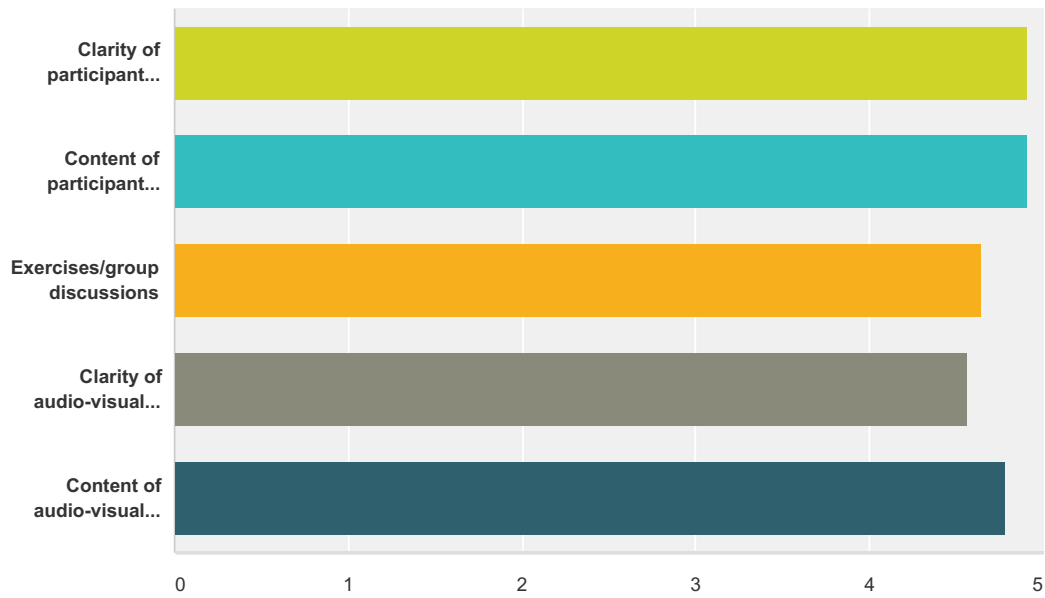
Answered: 11 Skipped: 0



	Poor	Fair	Average	Good	Excellent	Total	Weighted Average
New knowledge / skills acquired	0.00% 0	0.00% 0	0.00% 0	45.45% 5	54.55% 6	11	4.55
Likelihood of applying concepts to your work	0.00% 0	0.00% 0	0.00% 0	45.45% 5	54.55% 6	11	4.55
Expectations met per advertising	0.00% 0	0.00% 0	0.00% 0	36.36% 4	63.64% 7	11	4.64

Q3 Rate the methods and materials relative to their value in accomplishing the course:

Answered: 11 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	9.09% 1	90.91% 10	0.00% 0	11	4.91
Content of participant handouts	0.00% 0	0.00% 0	0.00% 0	9.09% 1	90.91% 10	0.00% 0	11	4.91
Exercises/group discussions	0.00% 0	0.00% 0	0.00% 0	36.36% 4	63.64% 7	0.00% 0	11	4.64
Clarity of audio-visual aids	0.00% 0	0.00% 0	0.00% 0	36.36% 4	45.45% 5	18.18% 2	11	4.56
Content of audio-visual aids	0.00% 0	0.00% 0	0.00% 0	18.18% 2	63.64% 7	18.18% 2	11	4.78

Q4 What aspect of the course methods/materials was most valuable to you? Why?

Answered: 11 Skipped: 0

#	Responses	Date
1	The content itself was obviously very important, but I think it's when we tried the exercises that I could see that I had really understood and learned something.	6/27/2016 3:37 PM
2	The booklet was a very useful guide through the course and ability to take notes in it. There were several points where I wished that we also had copies of the slides as they sometimes had additional information.	6/24/2016 1:12 PM
3	Having two people teach the course was great. It kept the momentum going in the class and provided two sources for experience and ideas.	6/24/2016 11:23 AM
4	Better understanding of process of arrangement and how it aids and affects description, as well as concept of minimal processing.	6/24/2016 10:52 AM
5	I appreciated the workbook as it contains not only the notes but examples and helpful sources. I will be able to refer to it in my current job, and any subsequent jobs. I also liked the group exercises, which helped me make sense of materials we had just learned...I learn best by doing; the examples given from working in the industry, and the friendly and fun atmosphere.	6/23/2016 5:14 PM
6	instructors knowledge and experiences for various situations	6/23/2016 2:23 PM
7	Discussing the content that should and should not go in certain parts of a finding aid (i.e. scope & content or biographical/historical information) and proper DACS formatting were the most important to me. I understand the basic principles of arrangement fairly well but have never been confident about how I put things into EAD finding aids.	6/23/2016 2:16 PM
8	The course as a whole was the most valuable. It refreshed some of the principles I already learned in my A&D course at school and helped clarify material that I'd struggled with.	6/23/2016 12:41 PM
9	The description of the elements of a finding aid was extremely valuable to me, as it wasn't something I was very comfortable with previously, and I will be using it in my work.	6/23/2016 11:18 AM
10	The workbook is invaluable. I took extensive notes, but the workbook is written clearly, concisely, and I will use it in my day-to-day A&D work.	6/23/2016 11:05 AM
11	I found the course packet to be very useful - it clearly and concisely summarizes the key information and gives references for further work.	6/23/2016 11:01 AM

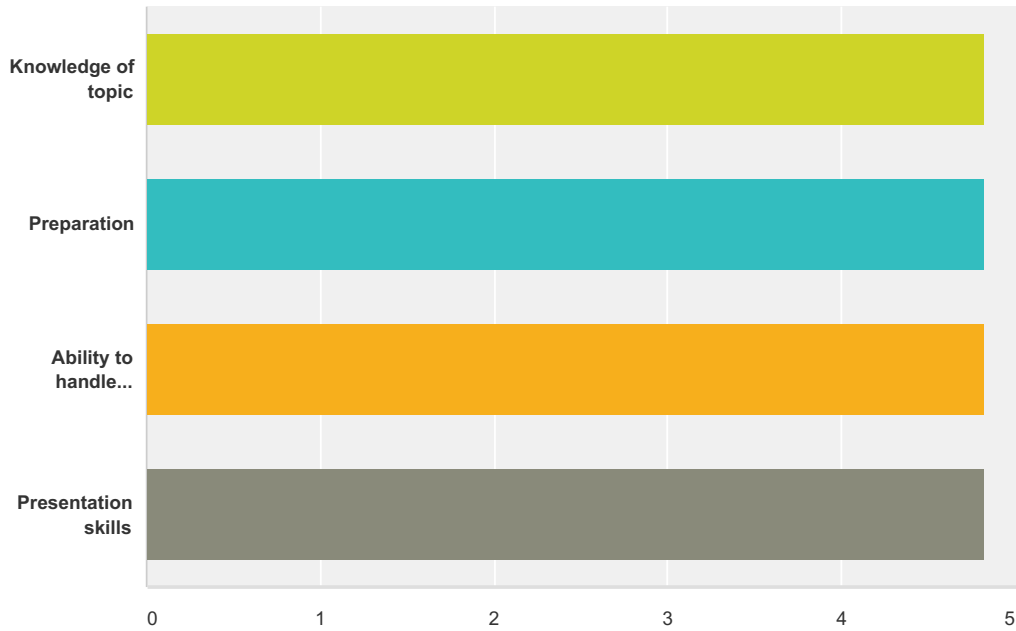
Q5 What aspect of the course methods/materials would you change? Why?

Answered: 11 Skipped: 0

#	Responses	Date
1	It's not really a complaint, but it was sometimes confusing when the PowerPoint and the participant handouts on the same topics didn't match.	6/27/2016 3:37 PM
2	Can't put my finger on why but the second day was more engaging than the first - the content the first day was fine but I think the handouts and exercises the second day (and the fact that it is a topic most people seemed to feel they needed) made the time fly.	6/24/2016 1:12 PM
3	I can't think of anything to change. The teachers have a great dynamic and it seems they have perfected the course over the years.	6/24/2016 11:23 AM
4	Not sure.	6/24/2016 10:52 AM
5	I would perhaps hold questions / comments to the end of a section of material being discussed.	6/23/2016 5:14 PM
6	I can't think of any, but if I can get more exercises to take home, it may be nice.	6/23/2016 2:23 PM
7	No specific suggestions. There was so much content to cover in just two days that I don't think anything could have reasonably been added to what we did.	6/23/2016 2:16 PM
8	I can't think of anything that I would change about the course. It was well taught.	6/23/2016 12:41 PM
9	One of the course materials, the book by Kathleen Roe was not made available to us in advance of the class. If it had been clearly stated in the participant packet that we needed to buy the book I would have done so, but it was not, and I was left running around trying to find an a library that would send me the chapter I needed digitally by interlibrary loan at the last minute, as I had not planned to spend \$50 out of pocket the day before the class. When I emailed SAA about this I was told the reading probably wasn't necessary. When I discussed it with the instructors they stated that the reading was necessary, and they had been under the impression that it would be provided to us. I did in fact manage to obtain and read the necessary chapter before the class, but I would have appreciated it if either it was provided, or the need to purchase it was made clear early on.	6/23/2016 11:18 AM
10	The exercises were a lot of fun to do, but we all asked a lot of follow up questions searching for more information about them. I don't know if we were just a chatty group, or if maybe the exercises should be updated to be a little more difficult.	6/23/2016 11:05 AM
11	I would love to have had a discussion about the various software packages used in processing and how they impact processing decisions and work flow.	6/23/2016 11:01 AM

Q6 How would you rate Pam Hackbart-Dean as an instructor?

Answered: 11 Skipped: 0



	Poor	Fair	Average	Good	Outstanding	N/A	Total	Weighted Average
Knowledge of topic	0.00% 0	0.00% 0	0.00% 0	18.18% 2	81.82% 9	0.00% 0	11	4.82
Preparation	0.00% 0	0.00% 0	0.00% 0	18.18% 2	81.82% 9	0.00% 0	11	4.82
Ability to handle questions	0.00% 0	0.00% 0	0.00% 0	18.18% 2	81.82% 9	0.00% 0	11	4.82
Presentation skills	0.00% 0	0.00% 0	0.00% 0	18.18% 2	81.82% 9	0.00% 0	11	4.82

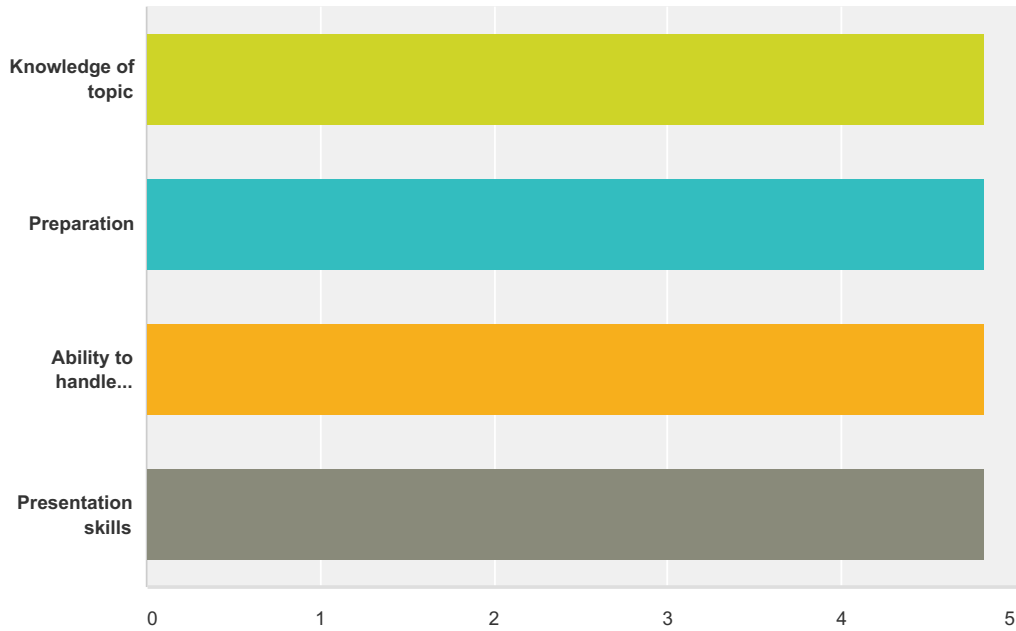
Q7 Additional Comments for Pam Hackbart-Dean:

Answered: 9 Skipped: 2

#	Responses	Date
1	Pam obviously loves what she does and loves sharing her knowledge. The examples she gave from work she had done were very helpful.	6/27/2016 3:39 PM
2	No nonsense and brings a great range of experience when people had questions.	6/24/2016 1:14 PM
3	Kept things lively.	6/24/2016 10:53 AM
4	Pam is a wealth of knowledge in the subject matter, presented the material in a clear and concise manner, providing many real-work examples, was always willing to answer questions, and was incredibly friendly. I would love to take another workshop with her.	6/23/2016 5:17 PM
5	You guys are great with your knowledge, experience and organization of the course. I thought both of you also handled some long questions pretty well. Thank you very much!	6/23/2016 2:28 PM
6	I appreciated both Pam and Susan's sense of humor. I expected this course to be a necessary evil for me to develop my skills but was able to enjoy the two days quite a bit. It was surprisingly easy to stay engaged with the material and stay focused even though it amounted to nearly seven hours of instruction each day. Thanks to both Pam and Susan for being such engaging and knowledgeable instructors!	6/23/2016 2:17 PM
7	Pam was very engaging. I felt that she had a strong grasp on the material.	6/23/2016 12:45 PM
8	Both Pam's knowledge of her subject and her presentation were wonderful. She's very funny.	6/23/2016 11:19 AM
9	Susan and Pam are outstanding instructors. They have examples or stories for every question, they work well as a team, they look up anything unclear, and you can tell that they enjoy teaching together. A&D is not necessarily the most interesting topic, but they made it fun and engaging.	6/23/2016 11:07 AM

Q8 How would you rate Susan Potts McDonald as an instructor?

Answered: 11 Skipped: 0



	Poor	Fair	Average	Good	Outstanding	N/A	Total	Weighted Average
Knowledge of topic	0.00% 0	0.00% 0	0.00% 0	18.18% 2	81.82% 9	0.00% 0	11	4.82
Preparation	0.00% 0	0.00% 0	0.00% 0	18.18% 2	81.82% 9	0.00% 0	11	4.82
Ability to handle questions	0.00% 0	0.00% 0	0.00% 0	18.18% 2	81.82% 9	0.00% 0	11	4.82
Presentation skills	0.00% 0	0.00% 0	0.00% 0	18.18% 2	81.82% 9	0.00% 0	11	4.82

Q9 Additional Comments for Susan Potts McDonald:

Answered: 9 Skipped: 2

#	Responses	Date
1	Susan obviously loves archives work as well, and has a very engaging presentation style. She and Pam work wonderfully as a team.	6/27/2016 3:39 PM
2	Really valuable instructor for description and the details of where to find information and what/what not to do. Pam and Susan are a great tag team.	6/24/2016 1:14 PM
3	Good personal experience case studies to highlight discussions.	6/24/2016 10:53 AM
4	Susan is a wealth of knowledge in the subject matter, presented the material in a clear and concise manner, providing many real-work examples, was always willing to answer questions, and was incredibly friendly. I would love to take another workshop with her.	6/23/2016 5:17 PM
5	You guys are great with your knowledge, experience and organization of the course. I thought both of you also handled some long questions pretty well. Thank you very much!	6/23/2016 2:28 PM
6	I appreciated both Pam and Susan's sense of humor. I expected this course to be a necessary evil for me to develop my skills but was able to enjoy the two days quite a bit. It was surprisingly easy to stay engaged with the material and stay focused even though it amounted to nearly seven hours of instruction each day. Thanks to both Pam and Susan for being such engaging and knowledgeable instructors!	6/23/2016 2:17 PM
7	Susan kept the class well engaged with the topic. I didn't feel bogged down by information. Not once did I doubt her extensive knowledge of the topic and appreciated the real world examples from her own career.	6/23/2016 12:45 PM
8	Susan's knowledge of her subject was excellent, and her presentation style was extremely charming.	6/23/2016 11:19 AM
9	Susan and Pam are outstanding instructors. They have examples or stories for every question, they work well as a team, they look up anything unclear, and you can tell that they enjoy teaching together. A&D is not necessarily the most interesting topic, but they made it fun and engaging.	6/23/2016 11:07 AM

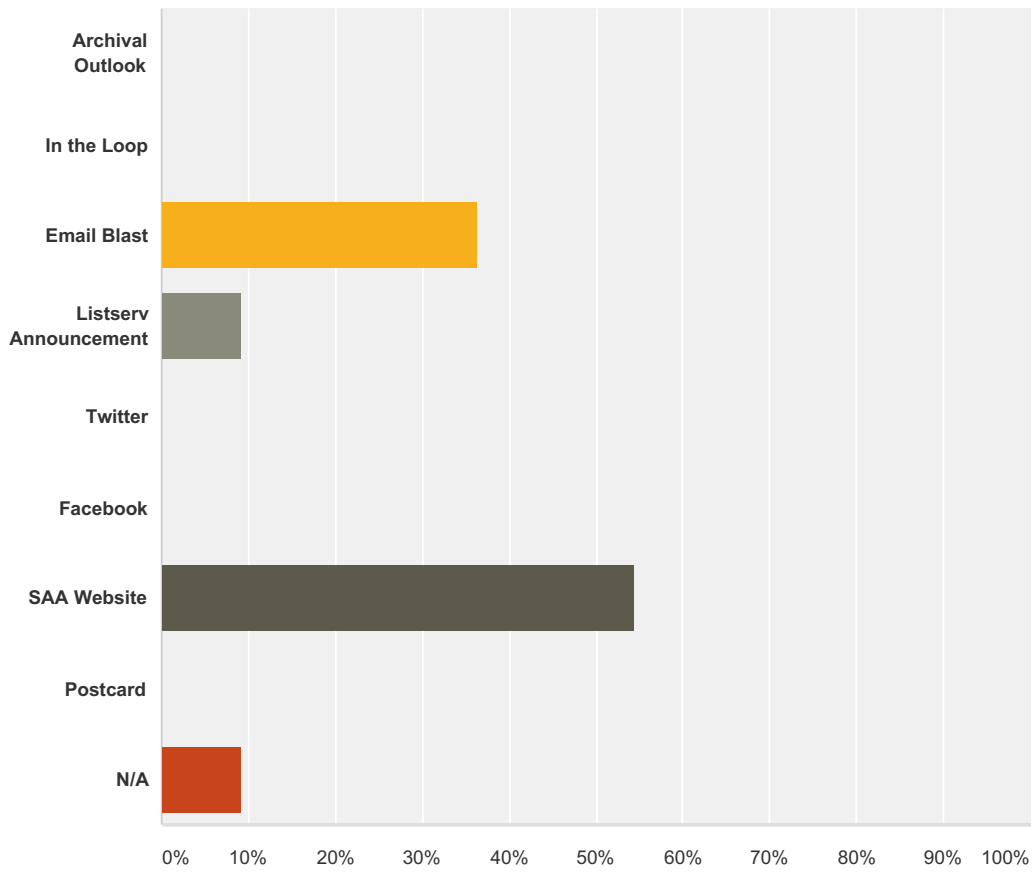
Q10 What other workshop topics do you need for your continuing education and where would you like to see them held? (List city and state please).

Answered: 11 Skipped: 0

#	Responses	Date
1	DACS, Arrangement and Description of Electronic Records: Part I, Copyright Issues for Digital Archives, Arrangement and Description of Electronic Records: Part II, Essential Coding for Archivists , Determining Options for and Selecting Tools, Implementing "More Product, Less Process" Boston, MA, Providence, RI, New Haven, CT, Hartford, CT all work for me	6/27/2016 3:50 PM
2	DACS definitely and need to consider which other courses. Boston, MA or another location in New England.	6/24/2016 1:21 PM
3	I am pursuing the A&D certificate and would like to see courses offered in NY, NY. We have lots of archives here and I think attendance would be high. Electronic Records Management 1&2 or DACS.	6/24/2016 11:26 AM
4	Photographs: Archival Principles and Practices Describing Archives: A Content Standard (DACS) Basics of Preservation for Archives New England or the Northeast	6/24/2016 10:56 AM
5	Institutional Archives class, NYC area Archiving architectural drafts / plans, NYC area	6/23/2016 5:18 PM
6	DACS related courses - New York, NY	6/23/2016 2:31 PM
7	In the Boston, MA area: DACS Digital Archives An advanced version of the A&D course if such a thing exists	6/23/2016 2:19 PM
8	DACS (Boston, MA) EAD3 (Boston, MA) MARC for Archival Description (Boston, MA)	6/23/2016 12:51 PM
9	I need a workshop on DACS for my continued education. I would appreciate it if it was in Boston, MA, or anywhere in New Hampshire, or a webinar.	6/23/2016 11:21 AM
10	DACS, Boston, MA	6/23/2016 11:07 AM
11	I would love to have the DACS course somewhere in the northeast.	6/23/2016 11:03 AM

**Q11 How did find out about this course?
Please check all that apply:**

Answered: 11 Skipped: 0



Answer Choices	Responses
Archival Outlook	0.00% 0
In the Loop	0.00% 0
Email Blast	36.36% 4
Listserv Announcement	9.09% 1
Twitter	0.00% 0
Facebook	0.00% 0
SAA Website	54.55% 6
Postcard	0.00% 0
N/A	9.09% 1
Total Respondents: 11	

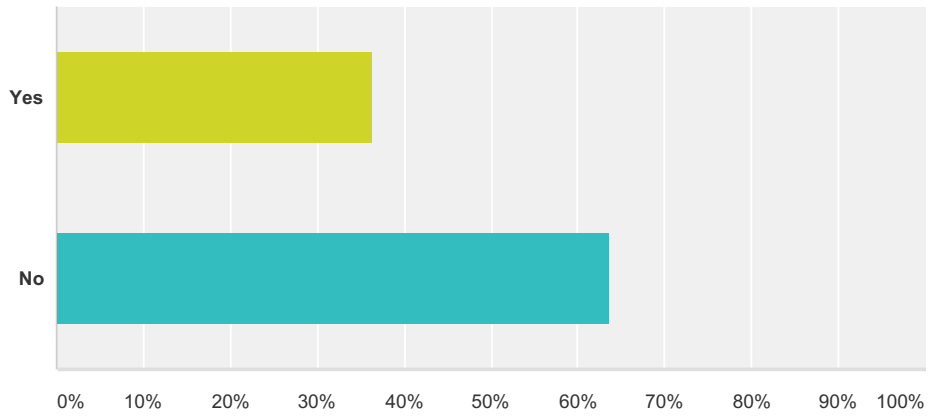
#	Other (please specify)	Date
1	Listserv Announcement distributed to email list	6/27/2016 3:50 PM

ADF#1679 Boston, MA

2	My supervisor	6/24/2016 11:26 AM
3	suggestions from archivists	6/23/2016 2:31 PM
4	My archival professor	6/23/2016 12:51 PM

Q12 May we use your evaluation and name for testimonials?

Answered: 11 Skipped: 0



Answer Choices	Responses
Yes	36.36% 4
No	63.64% 7
Total	11

#	Name (optional)	Date
1	Hilary Price	6/24/2016 11:26 AM
2	Haruko Nakamura	6/23/2016 2:31 PM