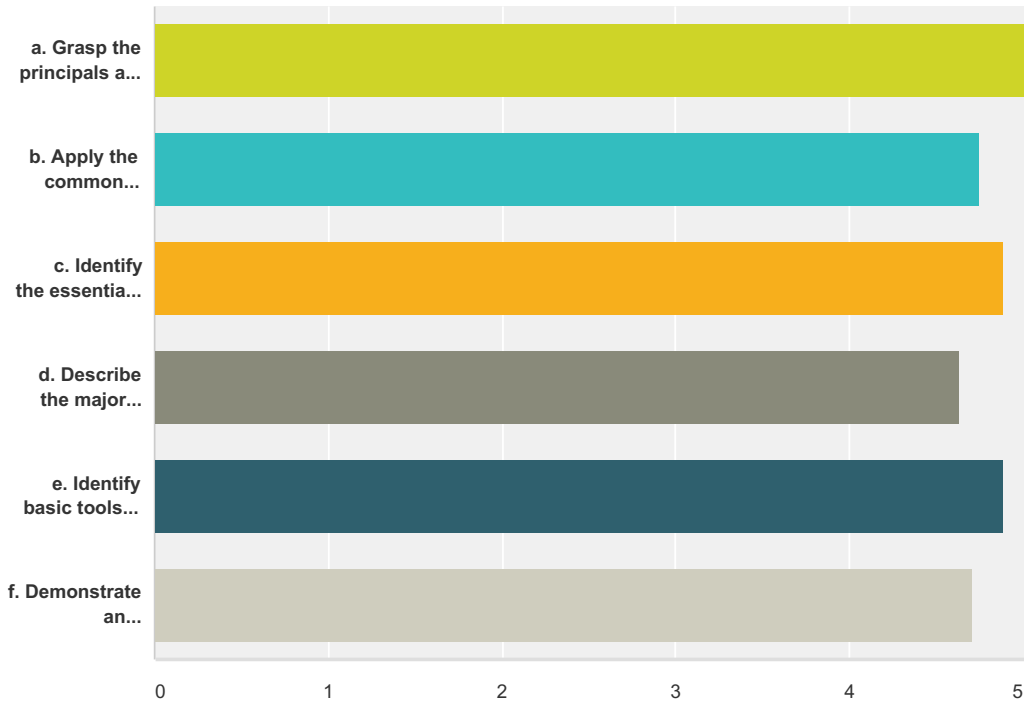## Q1 Assess the course from the standpoint of what you gained from the experience:How well did the course meet the following stated objectives?
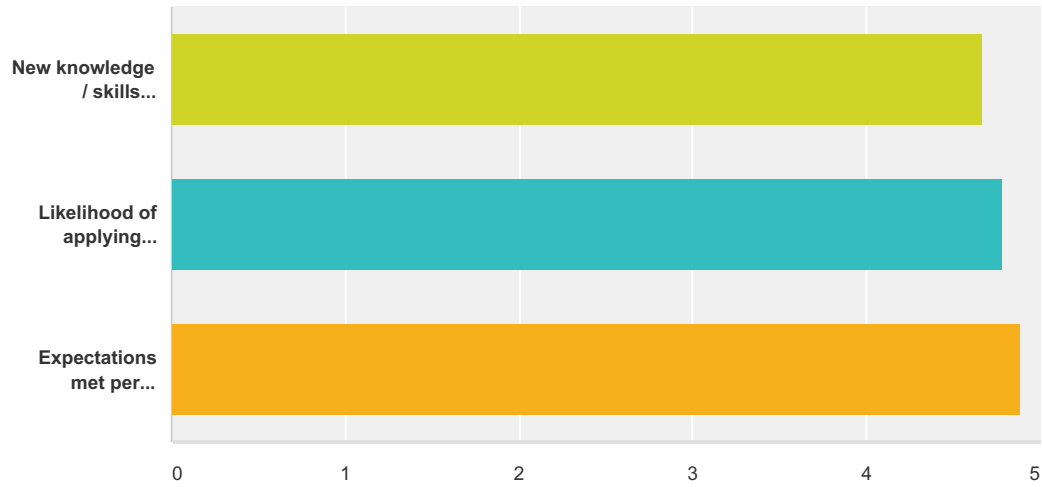
Answered: 9   Skipped: 0

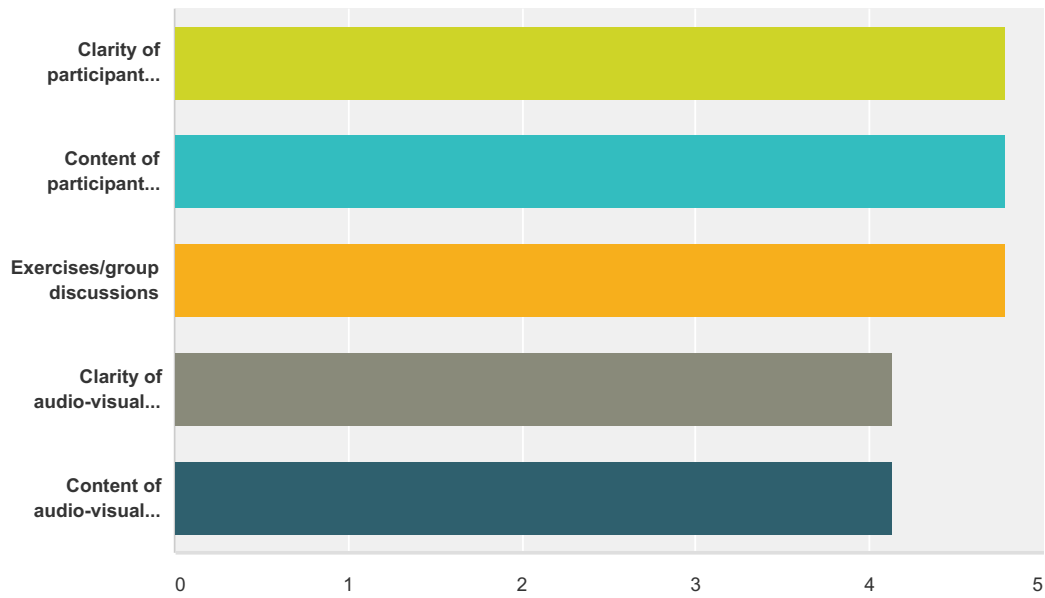|	Poor	Fair	Average	Good	Excellent	Total	Weighted Average
a. Grasp the principals and concepts of arrangement	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	9	5.00
b. Apply the common arrangement of various types of collections and material formats	0.00% 0	0.00% 0	0.00% 0	25.00% 2	75.00% 6	8	4.75
c. Identify the essential elements of a finding aid	0.00% 0	0.00% 0	0.00% 0	11.11% 1	88.89% 8	9	4.89
d. Describe the major standards supporting the essential elements of a finding aid	0.00% 0	0.00% 0	12.50% 1	12.50% 1	75.00% 6	8	4.63
e. Identify basic tools that can be employed to facilitate management of arrangement and description	0.00% 0	0.00% 0	0.00% 0	11.11% 1	88.89% 8	9	4.89
f. Demonstrate an understanding of best practice	0.00% 0	0.00% 0	0.00% 0	28.57% 2	71.43% 5	7	4.71

Q2 How would you rate the:

Answered: 9   Skipped: 0

	Poor	Fair	Average	Good	Excellent	Total	Weighted Average
New knowledge / skills acquired	0.00% 0	0.00% 0	0.00% 0	33.33% 3	66.67% 6	9	4.67
Likelihood of applying concepts to your work	0.00% 0	0.00% 0	0.00% 0	22.22% 2	77.78% 7	9	4.78
Expectations met per advertising	0.00% 0	0.00% 0	0.00% 0	11.11% 1	88.89% 8	9	4.89

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

Answered: 9   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	22.22% 2	77.78% 7	0.00% 0	9	4.78
Content of participant handouts	0.00% 0	0.00% 0	0.00% 0	22.22% 2	77.78% 7	0.00% 0	9	4.78
Exercises/group discussions	0.00% 0	0.00% 0	0.00% 0	22.22% 2	77.78% 7	0.00% 0	9	4.78
Clarity of audio-visual aids	11.11% 1	0.00% 0	0.00% 0	33.33% 3	44.44% 4	11.11% 1	9	4.13
Content of audio-visual aids	11.11% 1	0.00% 0	0.00% 0	33.33% 3	44.44% 4	11.11% 1	9	4.13

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

Answered: 9   Skipped: 0

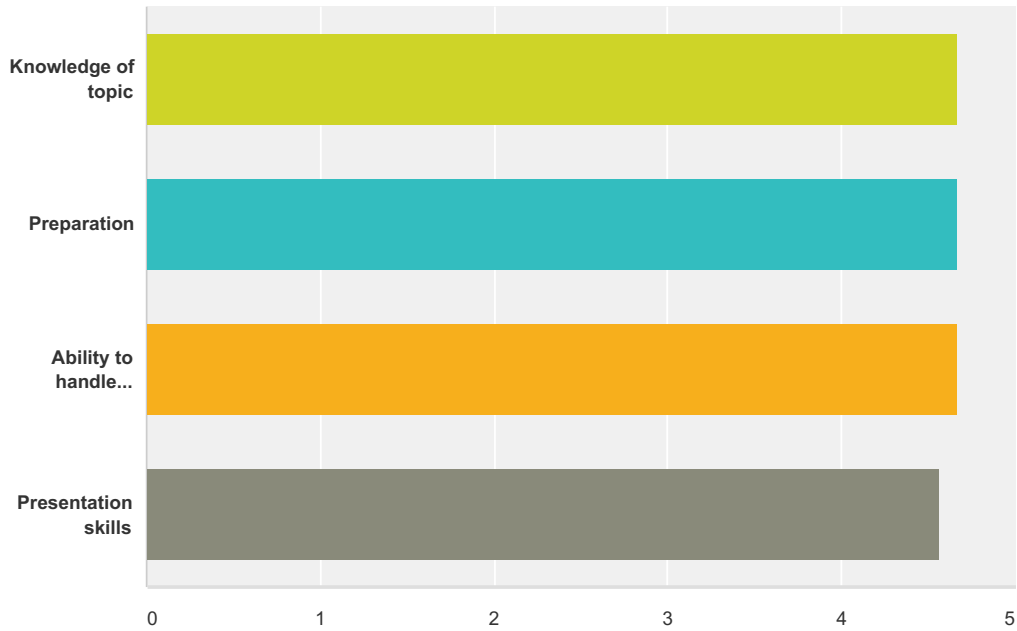| #	Responses	Date
1	Templates for finding aids and reminders of naming conventions. The class exercises were very helpful to reinforce the information in a practical and memorable way.	10/11/2016 9:44 PM
2	I've done a lot of reading but have more or less been self-taught when dealing with finding aids and conversion of them to MARC records. This experience helped me understand the underlying principles behind what I've been seeing and reassured me that I've been on the right path.	10/10/2016 7:39 AM
3	I thought the spiral bound book was very helpful. I could listen and still take a few additional notes but the bulk was already written down.	10/6/2016 5:12 PM
4	The organized booklet	10/6/2016 12:02 PM
5	The course provided a very good introduction to the fundamentals of arrangement and description. It was great to be able to ask questions and benefit from the experience of the presenters.	10/6/2016 7:52 AM
6	Opportunity to ask questions as I connected what was said to what I do.	10/5/2016 8:50 PM
7	Presenters did an excellent job of balancing standards/theory and practical use. Their own professional experience contributed to their obvious comfort level in teaching.	10/5/2016 2:51 PM
8	Every part was valuable.	10/5/2016 11:16 AM
9	"arrangement" section	10/5/2016 11:04 AM

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

Answered: 9   Skipped: 0

#	Responses	Date
1	It would be great if we could be shown more finding aid examples that live in digital spaces.	10/11/2016 9:44 PM
2	I really don't have any suggestions. I think there's a good balance of presentation time with hands-on exercises.	10/10/2016 7:39 AM
3	Nothing.	10/6/2016 5:12 PM
4	Keeping closer watch on time	10/6/2016 12:02 PM
5	The group work was a fun element. I might include more of that, including maybe some more challenging scenarios.	10/6/2016 7:52 AM
6	None	10/5/2016 8:50 PM
7	It is obviously difficult to cover everything in a 2 day workshop, but I would have loved more discussion on possible platforms - ArchiveSpace vs ArchivesTool kit, or which databases are most useful. However, I don't know that I would have sacrificed any of the content we covered, or the discussions and question answer sessions we had for a discussion of platforms. Time constraints are real, and we covered a detailed subject well!	10/5/2016 2:51 PM
8	A little more emphasis on building artificial collections.	10/5/2016 11:16 AM
9	None	10/5/2016 11:04 AM

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

Answered: 9   Skipped: 0

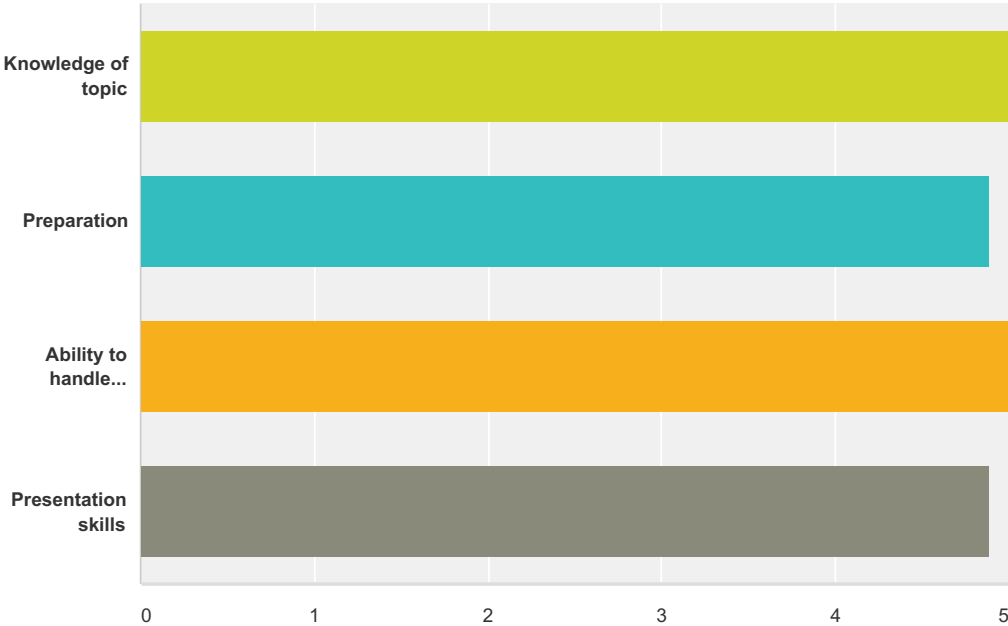|	Poor	Fair	Average	Good	Outstanding	N/A	Total	Weighted Average
Knowledge of topic	0.00% 0	0.00% 0	11.11% 1	11.11% 1	77.78% 7	0.00% 0	9	4.67
Preparation	0.00% 0	0.00% 0	11.11% 1	11.11% 1	77.78% 7	0.00% 0	9	4.67
Ability to handle questions	0.00% 0	0.00% 0	11.11% 1	11.11% 1	77.78% 7	0.00% 0	9	4.67
Presentation skills	0.00% 0	0.00% 0	11.11% 1	22.22% 2	66.67% 6	0.00% 0	9	4.56

Q7 Additional Comments for Pam Hackbart-Dean:

Answered: 6   Skipped: 3

#	Responses	Date
1	Thank you for patiently considering all our questions!	10/11/2016 9:47 PM
2	Thank you for helping give a lapsed archivist the inspiration to get back into the field.	10/6/2016 5:15 PM
3	I really cannot separate Pam from Susan, they worked so closely together. The were both very knowledgeable with slightly different experiences that really enhanced my thinking.	10/5/2016 8:52 PM
4	She was obviously well prepared, and comfortable as an instructor. Her knowledge and love of the field was clear and inspirational.	10/5/2016 2:54 PM
5	I think each presenter knew when to turn a question or topic over to the other.	10/5/2016 11:17 AM
6	Very approachable and accessible. Great professional experience	10/5/2016 11:10 AM

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

Answered: 9   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% 9	0.00% 0	9	5.00
Preparation	0.00% 0	0.00% 0	0.00% 0	11.11% 1	88.89% 8	0.00% 0	9	4.89
Ability to handle questions	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 9	0.00% 0	9	5.00
Presentation skills	0.00% 0	0.00% 0	0.00% 0	11.11% 1	88.89% 8	0.00% 0	9	4.89

Q9 Additional Comments for Susan Potts McDonald:

Answered: 6   Skipped: 3

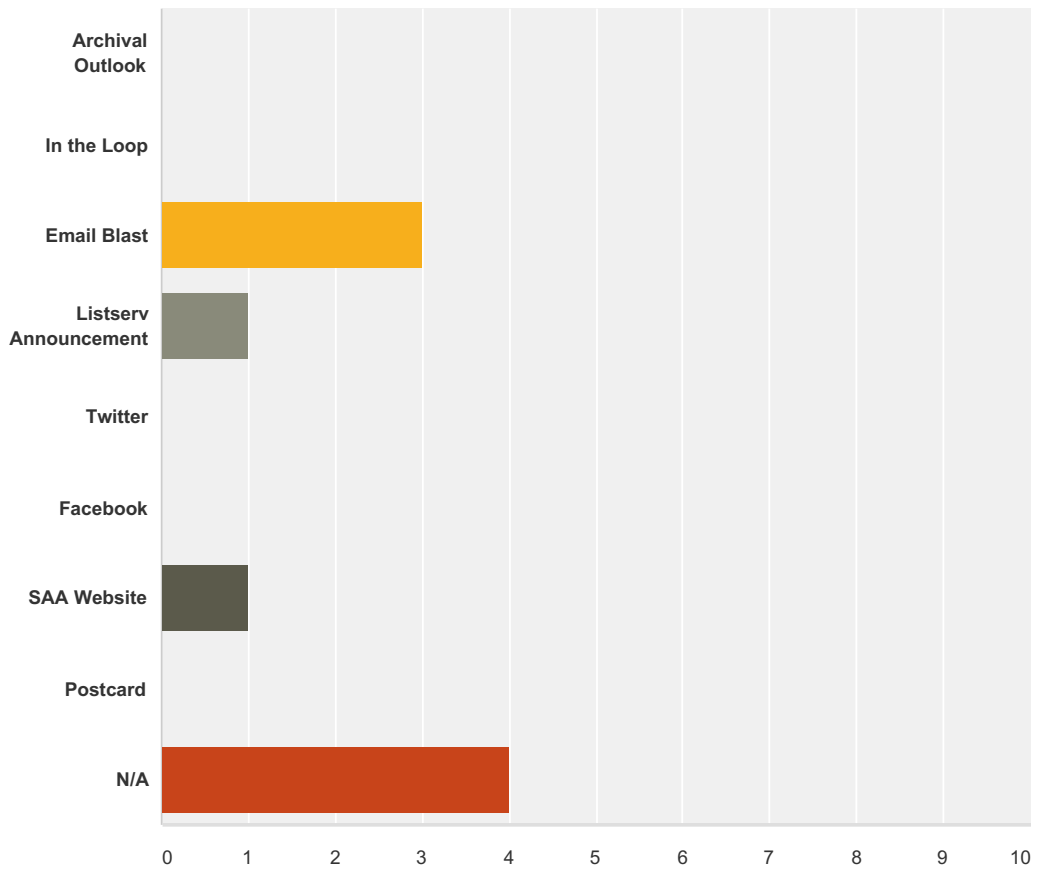| #	Responses	Date
1	Thank you	10/11/2016 9:47 PM
2	I could listen to her all day. Her personal experience stories were very relevant and illustrative. Somehow she seemed to connect with everyone in the room in spite of the various backgrounds and levels of experience.	10/10/2016 7:42 AM
3	Thank you for helping give a lapsed archivist the inspiration to get back into the field.	10/6/2016 5:15 PM
4	I really cannot separate Pam from Susan, they worked so closely together. The were both very knowledgeable with slightly different experiences that really enhanced my thinking.	10/5/2016 8:52 PM
5	She was obviously well prepared and comfortable as an instructor. Her knowledge and love of the field was clear and inspirational. These 2 instructors worked incredibly well together! The sum was more than the total of the parts.	10/5/2016 2:54 PM
6	Very approachable and accessible. Great professional experience	10/5/2016 11:10 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: 9   Skipped: 0

#	Responses	Date
1	n/a	10/11/2016 9:48 PM
2	I'd like formal training on DACS and EAD. More at Notre Dame would be great, but Lansing/East Lansing MI area or Chicago IL would be very convenient for me personally.	10/10/2016 7:44 AM
3	Any courses for the SAA A&D certificate. Boston/Cambridge, MA	10/6/2016 5:17 PM
4	More on DACS at Notre Dame	10/6/2016 12:04 PM
5	Not sure at this point.	10/6/2016 7:53 AM
6	Current coursework for certificates suit me well. I am a beginner.	10/5/2016 8:53 PM
7	Encoding Archival Description (EAD3), Notre Dame, Indiana Crosswalking Metadata Notre Dame, Indiana	10/5/2016 3:05 PM
8	Not sure.	10/5/2016 11:18 AM
9	Notre Dame, IN	10/5/2016 11:11 AM

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

Answered: 9   Skipped: 0

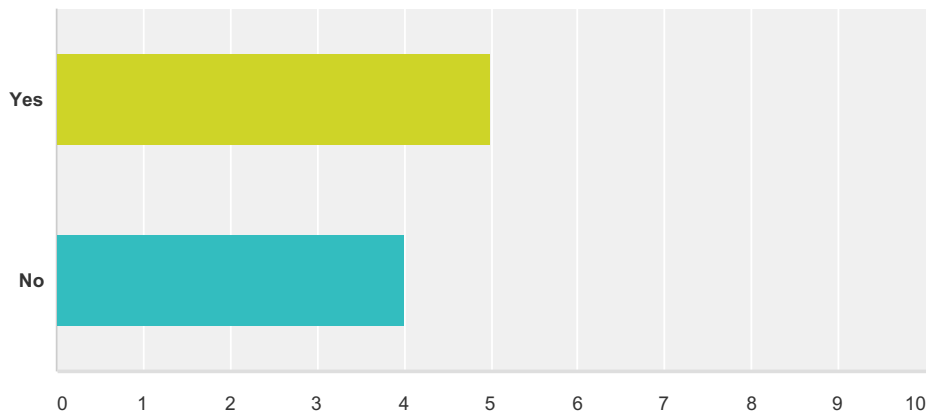| Answer Choices	Responses	
Archival Outlook	0.00%	0
In the Loop	0.00%	0
Email Blast	33.33%	3
Listserv Announcement	11.11%	1
Twitter	0.00%	0
Facebook	0.00%	0
SAA Website	11.11%	1
Postcard	0.00%	0
N/A	44.44%	4
Total Respondents: 9		

#	Other (please specify)	Date
1	Supervisor	10/6/2016 12:04 PM

| 2 | Workplace | 10/5/2016 11:18 AM |

Q12 May we use your evaluation and name for testimonials?

Answered: 9   Skipped: 0

Answer Choices	Responses	
Yes	**55.56%**	5
No	**44.44%**	4
Total		9

#	Name (optional)	Date
1	Mary McKeown	10/10/2016 7:44 AM
2	Ashley Large	10/6/2016 5:17 PM
3	Katherine Marschall	10/5/2016 3:05 PM
4	Aedín Clements	10/5/2016 11:18 AM