**

**CE Workshop Evaluation Form**

**Arrangement and Description Track**

Workshop **Evaluation Form:**

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| **Title**  |  Arrangement and Description of Manuscript Collections |
| **Reviewer:** |  Morgan Gieringer |

Directions:

* Quantitative: Each item below begins with a **bolded** statement. Score each with a 1-5 ranking to indicate your assessment of the veracity of that statement based on your review of workshop overviews/agendas, evaluations, and other materials.
* Qualitative: In the comments section for each item below, please respond to the additional questions posed and any related issues that this workshop raises for you.
* Provide any additional assessments or comments not relevant to one of the specific, numbered areas in the space provided following the table.

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| --- | --- | --- | --- | --- | --- |
| *Please place an “x” in the appropriate column, use* ***1=low****, undesirable, to* ***5=high****, excellent.* | **1** | **2** | **3** | **4** | **5** |
| 1. Does the content **appeal to its specified audience**? Does it indicate specific categories of archivists and/or levels of expertise to assist potential participants in determining the workshop's relevance for them?Comments: Course description lists “novices and seasoned archivists who want to learn more about processing manuscript collections effectively and efficiently” as the target audience. The majority of material in the course seems geared towards the novice. I do not think there is enough material to include “seasoned archivists” in the audience description for this course. I also wonder about the concentration on manuscript collections alone for the novice archivist, would a wider scope hold more appeal in a foundational course? |  |  | x |  |  |
| 2. To what extent does the subject matter **reflect current archival practices** and theory commonly accepted in the profession?Comments: Content is reflective of traditional archival practices. MPLP is briefly mentioned, perhaps appropriate since the course focus is on manuscript collections.  |  |  |  |  | x |
| 3.. How **relevant/appropriate are the teaching and delivery methodologies** (lecture, video, PowerPoint, exercises, film, audiotape, discussion, simulation, case study, opportunities for in-course feedback, etc.) to the articulated goals and objectives, and to the content?"Comments: The course materials I reviewed all seemed appropriate. I think some case study or group exercises would be helpful.  |  |  |  | x |  |
| 4. How workable is the **time line** or **agenda** for the course? Is there sufficient detail to indicate how the workshop will evolve? Does it allow sufficient time for active engagement between course participants and the instructor(s)?Comments: 2 days seems appropriate for this course |  |  |  |  | x |
| 5. To what degree does the **list of assigned readings** support the content of the proposal?Comments: Could not find list of assigned readings |  |  |  |  |  |
| 6. Does the presentation support the Learning Outcomes in the descriptions?Comments: * Understand the concepts and principles of arrangement;
* Learn to arrange various types of manuscript collections and formats;
* Identify the essential elements of a finding aid;
* Discuss the application of archival descriptive standards; and
* Demonstrate an understanding of best practice

I think this course does support these outcomes |  |  |  | x |  |
| **A&D Track Considerations** |
| 1.Does this content bridge, enhance, and/or build on other workshops (If so, please name)  | This workshop builds on:* [[F] Archives: Principles and Practices](http://www2.archivists.org/prof-education/course-catalog/understanding-archives-an-introduction-to-principles-and-practices-0)
* [[F] Archives Overview](http://www2.archivists.org/prof-education/course-catalog/f-archives-overview)
* [[F] Fundamentals of Acquisition and Appraisal](http://www2.archivists.org/prof-education/course-catalog/f-fundamentals-of-acquisition-and-appraisal)

And provides a bridge to:* [[F] Describing Archives: A Content Standard (DACS)](http://www2.archivists.org/prof-education/course-catalog/f-describing-archives-a-content-standard-dacs)
* [[T&S] Archivists' Toolkit™: Shortening the Path from Accession to Researcher](http://www2.archivists.org/prof-education/course-catalog/ts-archivists-toolkit%E2%84%A2-shortening-the-path-from-accession-to-researche)
* [[T&S] Archon™...making it work for you!](http://www2.archivists.org/prof-education/course-catalog/ts-archon%E2%84%A2making-it-work-for-you)
 |
| 2.Does this build on other workshops not on the list? |  |
| 3 Should this be part of the A&D Track? |  Yes |
| 4.Where would this workshop fall in the sequence of an A&D track? |  This is a “Foundational” level course, but does assume that the participants have some knowledge of basic archival principals. |
| Why? |  |
| 5. What tier does this workshop fall in? (See attached tiers) | Foundation |
| 6. Target Audience | Attached list of tracks can be used to indicate appropriate level of experience and job function |
| 7. Is the suggested prior “experience/knowledge” appropriate? | Knowledge that participants will need to gain the most from the workshop; include any workshop (from the list of suggested A&D workshops) that you suggest be taken before attending this course.For descriptions go to <http://www2.archivists.org/prof-education/course-catalog> |
| 8. Learning Outcomes: Are they appropriate and/or relevant?  | List of specific, measurable, and actionable outcomes that each person should be able to do (e.g. discuss, explain, evaluate, design) by the end of the course.* Understand the concepts and principles of arrangement;
* Learn to arrange various types of manuscript collections and formats;
* Identify the essential elements of a finding aid;
* Discuss the application of archival descriptive standards; and
* Demonstrate an understanding of best practice
 |
| 9. What should they be?Please list learning outcomes. |  Should the learning outcomes be more specific to manuscript collections?  |
| 10. Can you make suggestions for competencies this workshop would fulfill?  |   |
| 11. Would parts of the content lend themselves to a different format?  |

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| Check one: Webinar:* 30 minute
* 90minute
 | In person:* 1/2 day
* 1 day

X 2 day |

 |
| 12. Which parts? |  |
| 13. Does it lend itself to repurposing as an audio CD? | I don’t think so |
| Which parts? |  |

Other comments:

I feel that there are some gaps in this course which should be addressed in the sequencing or maybe the addition of another course to a potential A+D track. This is the only course which covers the basic principles of arrangement and description yet it also is focused on just manuscript collections. This leaves out any discussion of the decision making process for processing larger collections. For example, MPLP is only briefly covered here.

Second, we seem to talk about A+D and processing interchangeably, however, processing also includes decisions about re-folding, boxing, and preservation considerations. Those considerations are not included in this course. Is it included in another course? I think this course plus another offering that was more general and practical in nature would offer two different points of entry to the A+D track and better serve a wider audience who may not be focused on manuscripts.

The only information in this course that would be appealing to an advanced archivist would be the administrative information. This could also be expanded into a full-day Archival Administration course in a more advanced tier.