Name of the Workshop: Describing Archives: A Content Standard

Name(s) of the Instructor(s): Jacqueline Dean

Name of Auditor: Gordon Daines

Date of Workshop Audited: December 9, 2013

I. Content Coverage of the Workshop

* Score each with a 1 (low) – 5 (high) ranking to indicate your assessment of the veracity of that statement based on your review of workshop proposal, overviews/agendas, evaluations, and other materials.

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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. **Program adequately covers the subject matter that it addresses.** What might enhance this program? Are there any topics or perspectives that should be represented, but aren't? Does any of the content seem superfluous? Comments: Not a lot of time is spent on Part II of DACS and I wonder if the rest of the workshop needs to be re-examined so that more time could be spend here. I feel like it needs 1 ½ to 2 hours and it only received about 40 minutes. |  |  |  | X |  |
| 2. **Subject matter reflects current archival practices and theory commonly accepted in the profession.** Are there issues that should be covered that would make the program timelier? Is any of the subject matter problematic in terms of commonly accepted archival theory and practice?Comments:  |  |  |  |  | X |
| 3**. Do you think the workshop met the stated goals and learning objectives?****Comments:**Yes, with the adjusted learning outcome to reflect that we are only introducing how DACS could be used across the archival enterprise |  |  |  |  | X |
|  | 1 | 2 | 3 | 4 | 5 |
| 4. **The time line or agenda for the workshop is appropriate and workable**. Did it allow sufficient time for active engagement between workshop participants and the instructor(s)? Are there ways the instructor(s) might improve the timing or flow of the workshop?Comments: see comment above about part II. Jackie was a very engaging instructor and made the workshop a lot of fun. |  |  |  | X |  |

**II. Rate the methods, materials, and delivery methods relative to their value in accomplishing the workshop:**

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| --- |
| NA Poor Outstanding |
| The delivery methods are relevant to the goals and objectives, and to the content 0 1 2 3 4 5 |
|  |
| Clarity of participant handouts 0 1 2 3 4 5 |
|  |
| Content of participant handouts 0 1 2 3 4 5 |
|  |
| Pre course readings 0 1 2 3 4 5 |
|  |
| Exercises/group discussions 0 1 2 3 4 5 |
|  |
| Clarity of audio-visual aids 0 1 2 3 4 5 |
|  |
| Content of audio-visual aids 0 1 2 3 4 5 |
|  |
| The workshop format adequate to 0 1 2 3 4 5the materials covered |
|  |
| The workshop methods support 0 1 2 3 4 5instructor-student interaction or,if appropriate, student to student interaction |

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| 1. Would the impact of the workshop be heightened by the adoption of the following teaching methods:a. More student interactionb. Hands on experience with the techniques being demonstrated—workshop uses hands on experience with a variety of exercises. The exercises need to be examined to ensure that they are aiding in learning description and not forcing the participants to think about arrangement.c. Case studies?Please explain: |

Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **How would you rate the individual instructors?**

**Instructor:** \_\_\_Jackie Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  Poor Outstanding |
| Knowledge of topic 1 2 3 4 5  |
|  |
| Preparation 1 2 3 4 5 |
|  |
| Ability to handle questions 1 2 3 4 5 |
|  |
| Presentation skills 1 2 3 4 5 |
|  |
| Ability to engage the students 1 2 3 4 5 |
|  |

Additional Comments: \_Jackie was delightful and really engaged the participants.\_

**Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
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|  |
| Preparation 1 2 3 4 5 |
|  |
| Ability to handle questions 1 2 3 4 5 |
|  |
| Presentation skills 1 2 3 4 5 |
|  |
| Ability to engage the students 1 2 3 4 5 |
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Additional Comments:

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