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 5  the materials covered |
|  |
| The workshop methods support 0 1 2 3 4 5  instructor-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 interaction  b. 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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|  |
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Additional Comments:

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