**

**CE Workshop Evaluation Form**

**Arrangement and Description Track**

Workshop **Evaluation Form:**

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| **Title** | DACS Workshop |
| **Reviewer:** | Heather MacNeil |

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: | | |  |  |  |  | X |
| 2. To what extent does the subject matter **reflect current archival practices** and theory commonly accepted in the profession?  Comments: This version of the workshop incorporates the most recent changes to DACS so it certainly reflects the current thinking about the best way to represent records and creators in an archival description. | | |  |  |  |  | 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 workshop makes very effective use of case studies that build on one another. The presentation of material is focused and pithy and ample time seems to be made for attendees to practice what they are learning as they go along. | | |  |  |  |  | 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: This is difficult to assess on the basis of the documentation. It looks like the workshop makes for a full day. | | |  |  |  | X |  |
| 5. To what degree does the **list of assigned readings** support the content of the proposal?  Comments: The readings on the list are on point and the list itself provides a useful starting point for further investigation of DACS-related issues. | | |  |  |  |  | x |
| 6. Does the presentation support the Learning Outcomes in the descriptions?  Comments: The learning outcomes are clearly embodied in the presentation and case study material. | | |  |  |  |  | X |
| **A&D Track Considerations** | | | | | | | |
| 1.Does this content bridge, enhance, and/or build on other workshops (If so, please name) | This workshop stands on its own but it represents a more focused examination of archival description practices than would be found in the Archives: Principles and Practices workshop or the Arrangement and Description of Manuscript Collections workshop. | | | | | | |
| 2.Does this build on other workshops not on the list? | Not so far as I can tell | | | | | | |
| 3 Should this be part of the A&D Track? | Yes, this workshop fits squarely within the A&D track. | | | | | | |
| 4.Where would this workshop fall in the sequence of an A&D track? | Given that the DACS workshop presumes that participants are familiar with arrangement and description processes I think it would follow Arrangement and Description of Manuscript Collections. [F]. See 7 below. | | | | | | |
| Why? |  | | | | | | |
| 5. What tier does this workshop fall in? (See attached tiers) | It is currently classified as foundational and this seems correct to me. | | | | | | |
| 6. Target Audience | Attached list of tracks can be used to indicate appropriate level of experience and job function  According to the workshop description the target audience is “anyone whose work includes accessioning, arranging, and describing, or who supervises employees engaged in those functions.” The workshop materials are consistent with the envisaged audience. | | | | | | |
| 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.  According to the workshop description, attendees should have a basic understanding of the theory and principles of arrangement and description. I think some prior hands-on experience would enable the participants to engage more fully with the case studies so perhaps Arrangement and Description of Manuscript Collections [F] should be a recommended pre-requisite for any attendee who has not had any hands on experience in arranging and describing archives.  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.  Yes, the learning outcomes are both appropriate and relevant. | | | | | | |
| 9. What should they be?  Please list learning outcomes. | n/a in light of answer to #8 | | | | | | |
| 10. Can you make suggestions for competencies this workshop would fulfill? | Not sure what to put here; I know we discussed competencies at previous Education Committee meetings but I do not recall the gist of those discussions and, more specifically, how the competencies differ from [or translate from] learning outcomes which have already been covered above. | | | | | | |
| 11. Would parts of the content lend themselves to a different format? | |  |  | | --- | --- | | Check one: Webinar:   * 30 minute * 90minute | In person:   * 1/2 day * 1 day * 2 day | | | | | | | |
| 12. Which parts? |  | | | | | | |
| 13. Does it lend itself to repurposing as an audio CD? |  | | | | | | |
| Which parts? | I think a one day hands on workshop is the most effective delivery mode for a DACS workshop. | | | | | | |

Other comments: