**

**CE Workshop Evaluation Form**

**Arrangement and Description Track**

Workshop **Evaluation Form:**

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| **Title**  | Fundamentals of Encoded Archival Description and XSLT Stylesheets |
| **Reviewer:** | James Roth |

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: Yes, this has high appeal. No it does not specify categories of archivists and/or levels of expertise, but it does specify administrators. This is for the more advanced archivist rather than the beginning archivist. |  |  |  |  | X |
| 2. To what extent does the subject matter **reflect current archival practices** and theory commonly accepted in the profession?Comments: This reflects current/future archival practices and theory. EAD has become the standard for online finding aids. These two instructors have set the standard. |  |  |  |  | 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: Lecture, and discussion/hands-on exercises. Very relevant/appropriate, however I wonder that there is no PowerPoint. Was that left out of the review materials? The handout is exceptional in scope, detail and level of granularity. |  |  |  |  | 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 seems perfect for a 2 day workshop. |  |  |  |  | X |
| 5. To what degree does the **list of assigned readings** support the content of the proposal?Comments: No real assigned readings except the standard itself. There are several supporting websites that are highlighted in the handout. There certainly is enough written now about EAD that they could include a list of readings. |  |  |  | X |  |
| 6. Does the presentation support the Learning Outcomes in the descriptions?Comments: Needs to have learning outcomes in the description—unless you mean Workshop Objective. Those it meets. |  |  |  | X |  |
| **A&D Track Considerations** |
| 1.Does this content bridge, enhance, and/or build on other workshops (If so, please name)  |  This is a more advanced workshop for EAD, but it is listed as Fundamental in the title. I think because the second day is about Stylesheets, this should have a prerequisite. |
| 2.Does this build on other workshops not on the list? | Could build on “Beginners Guide to Metadata” and “Describing Archives: A Content Standard” |
| 3 Should this be part of the A&D Track? |  Yes, I believe it should be a part of the A&D track.  |
| 4.Where would this workshop fall in the sequence of an A&D track? |  It is a Standards-based workshop, so it should fall somewhere between the truly fundamental A+D courses and the next level up. |
| Why? | Audience needs to have intermediate level of knowledge. Should Standards-based workshops be Tactical and Strategic, or Fundamental? |
| 5. What tier does this workshop fall in? (See attached tiers) | Either under Tactical and Strategic or Tools and Services. |
| 6. Target Audience | Practicing Archivists who are considering using EAD. |
| 7. Is the suggested prior “experience/knowledge” appropriate? | I couldn’t find “experience/knowledge” listed. Needs to include. |
| 8. Learning Outcomes: Are they appropriate and/or relevant?  | Not listed. Don’t know. Need to develop. |
| 9. What should they be?Please list learning outcomes. | Stated as Workshop Objectives: * Recognize the components of the eXtensible Markup Language (XML) technical standard;
* Apply the key elements of EAD, encoding a finding aid using XML editing software; and
* Grasp the fundamentals of the eXtensible Stylesheet (XSLT) programming language sufficiently to modify existing stylesheets or create a basic one from scratch to generate a Web-ready EAD document.
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| 10. Can you make suggestions for competencies this workshop would fulfill?  | ? |
| 11. Would parts of the content lend themselves to a different format? NO |

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

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| 12. Which parts? | N/A |
| 13. Does it lend itself to repurposing as an audio CD? | No |
| Which parts? | N/A |

Other comments:

This seems like it just needs to be updated. Tweak the information already existing to fit the new format (Learning Outcomes versus Workshop Objectives). This is a Fundamental course, but I think it should either be Tactical and Strategic or Tools and Services because of the Stylesheets and the need to utilize an editor.