**

**CE Workshop Evaluation Form**

**Arrangement and Description Track**

Workshop **Evaluation Form:**

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| **Title**  | Implementing DACS in Integrated Content Management Systems: Using the Archivists' Toolkit™ (AT) |
| **Reviewer:** | Erin Faulder |

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: Specific to individuals who have some grasp DACS and are looking to use Archivist Toolkit (AT) to implement DACS. The correlation between specific parts of AT functionality and the implication on related DACS rules ties these two purposes together quite nicely.  |  |  |  | X |  |
| 2. To what extent does the subject matter **reflect current archival practices** and theory commonly accepted in the profession?Comments: DACS sections still relevant. AT is no longer under active development as ArchivesSpace supersedes it. This does not mean archivists will not use AT and have a desire to understand its functions, but because the course is so specific to this tool the course should be updated to reflect new technologies. |  | 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: Significant number of teaching/hands-on portions over two days. This is provides participants ample opportunity to practice and use AT as the DACS rules are explained. |  |  |  |  | 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: The timeline appears very crunched in the agenda, but I suppose the hands-on portions and instruction could be gone through quickly depending on the skill and knowledge level of the participants. |  |  |  | X |  |
| 5. To what degree does the **list of assigned readings** support the content of the proposal?Comments: Unclear what the assigned readings are |  |  |  |  |  |
| 6. Does the presentation support the Learning Outcomes in the descriptions?Comments: |  |  |  |  | X |
| **A&D Track Considerations** |
| 1.Does this content bridge, enhance, and/or build on other workshops (If so, please name)  | Likely builds on “Describing Archives: A Content Standard (DACS)”, and bridges up to “Archivists’ Toolkit: Shortening the Path from Accession to Researcher” |
| 2.Does this build on other workshops not on the list? | Is related to the other two workshops on DACS and Archon: “Implementing DACS in an integrated Content Management System: Using Archon” and “Archon… making it work for you!” |
| 3 Should this be part of the A&D Track? | Yes, in an updated form. |
| 4.Where would this workshop fall in the sequence of an A&D track? | After the “Beginners guide to metadata” and “Describing Archives”  |
| Why? | This workshop is far more focused on how to use software to support arrangement and description needs than on arrangement/description standards. I would assume that people should have the latter under their belts before focusing on a specific tool.  |
| 5. What tier does this workshop fall in? (See attached tiers) | Tools and Services |
| 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? | Beginner’s guide to metadata, Arrangement and Description of Manuscript Colletions, 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 |
| 9. What should they be?Please list learning outcomes. | * Create accession descriptions;
* Create resource descriptions for collections and collection components;
* Create and manage name and subject authorities and link them to accession and resource descriptions;
* Record and manage physical locations within a repository;
* Produce description output files in standardized data structures such as EAD and MARCXML;
* Produce administrative reports;
* Import legacy data and perform data cleanup tasks;
* Become more familiar with DACS and how to use it, where applicable, to determine the kind and form of data recorded in the Archivists' Toolkit™; and
* Understand technical and administrative issues relevant to setting up and managing an Archivists' Toolkit™ instance at your repository.
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| 10. Can you make suggestions for competencies this workshop would fulfill?  | Reinforcing DACS, how to use a content management system |
| 11. Would parts of the content lend themselves to a different format?  | Not really

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| Check one: Webinar:* 30 minute
* 90minute
 | In person: * 1/2 day
* 1 day
* **2 day 🡪 this one**
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| 12. Which parts? |   |
| 13. Does it lend itself to repurposing as an audio CD? | No, too much iterative learning and hands-on experience |
| Which parts? |  |

Other comments:

* This kind of workshop is incredibly important, but needs to be updated for DACS 2.0 and ArchivesSpace.
* Making the explicit correlation between the DACS rules and the data-entry elements of managing information AT is very valuable and helpful.
* Screenshots with explicit directions are appropriate