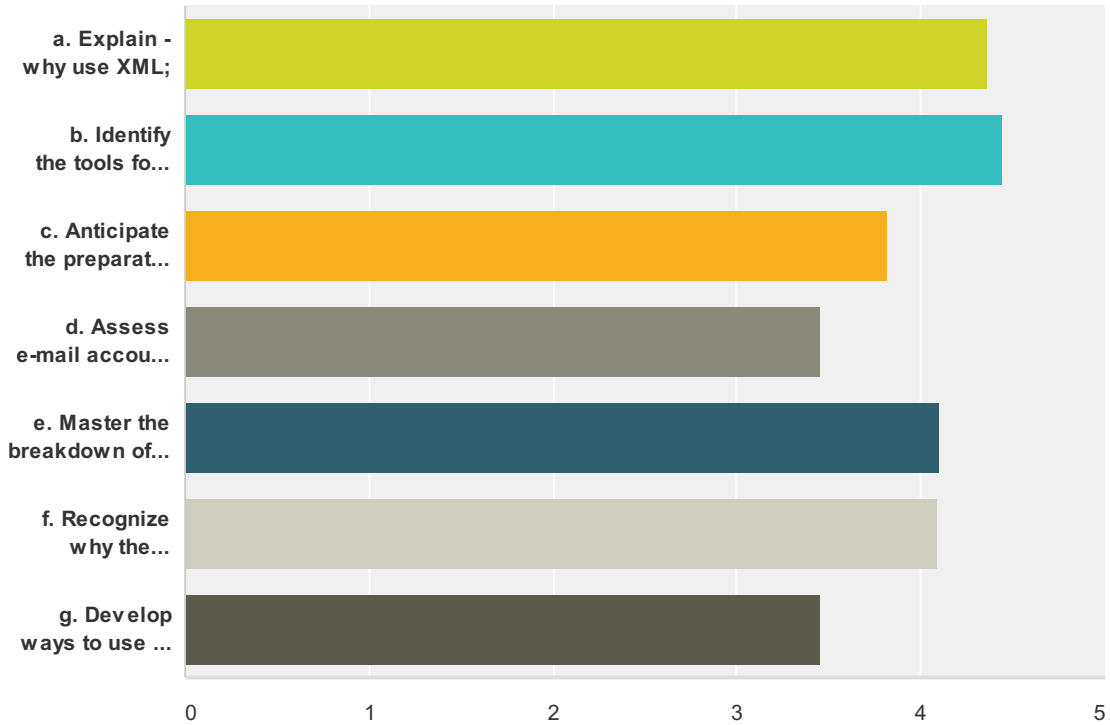


SAA COURSE EVALUATION FORM

Q1 Assess the workshop from the standpoint of what you gained from the experience: How well did the workshop meet the following stated objectives?

Answered: 11 Skipped: 0

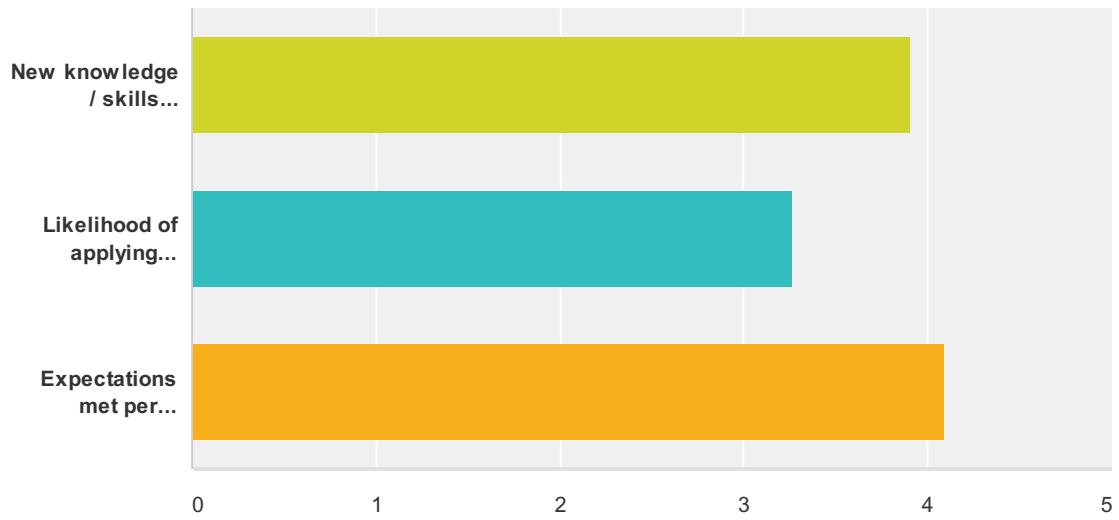


	Poor	Fair	Average	Good	Excellent	Total	Average Rating
a. Explain - why use XML;	0% 0	9.09% 1	0% 0	36.36% 4	54.55% 6	11	4.36
b. Identify the tools for XML and for parsing;	0% 0	0% 0	9.09% 1	36.36% 4	54.55% 6	11	4.45
c. Anticipate the preparation necessary before Preservation;	0% 0	0% 0	27.27% 3	63.64% 7	9.09% 1	11	3.82
d. Assess e-mail account and message condition;	0% 0	9.09% 1	45.45% 5	36.36% 4	9.09% 1	11	3.45
e. Master the breakdown of the schema and its application to e-mail accounts;	0% 0	10% 1	0% 0	60% 6	30% 3	10	4.10
f. Recognize why the instructors take the account-level approach; and,	0% 0	0% 0	18.18% 2	54.55% 6	27.27% 3	11	4.09
g. Develop ways to use the schema and related tools at your own organization.	0% 0	18.18% 2	27.27% 3	45.45% 5	9.09% 1	11	3.45

SAA COURSE EVALUATION FORM

Q2 How would you rate the:

Answered: 11 Skipped: 0

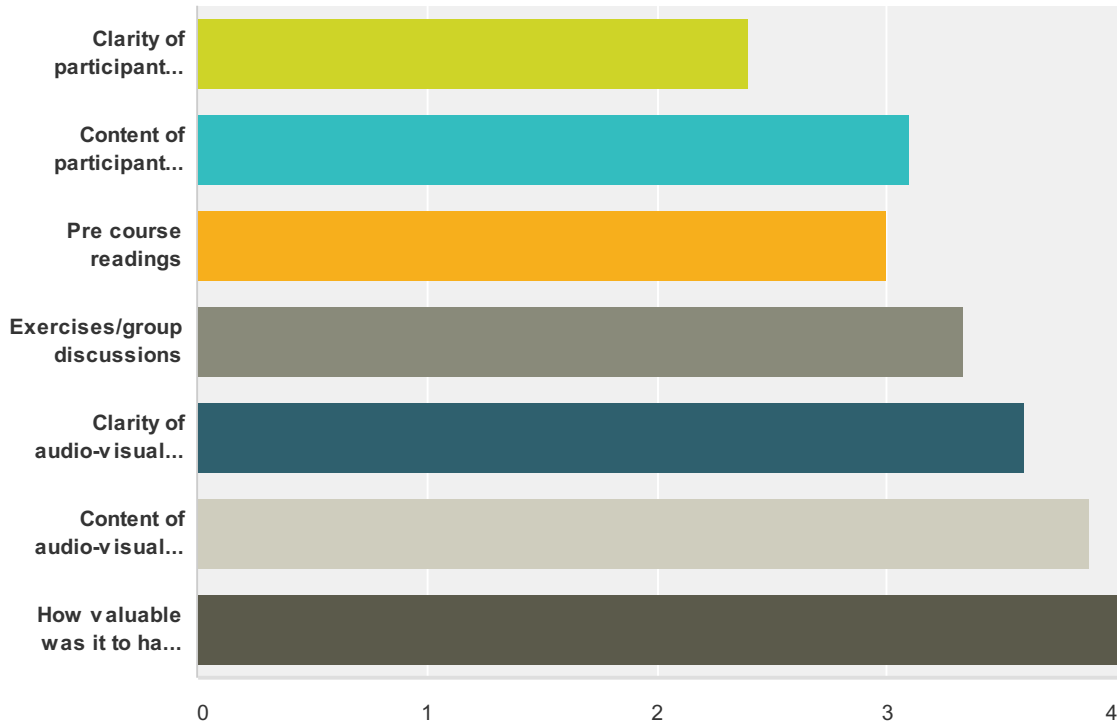


	Poor	Fair	Average	Good	Excellent	Total	Average Rating
New knowledge / skills acquired	0% 0	0% 0	30% 3	50% 5	20% 2	10	3.90
Likelihood of applying concepts to your work	18.18% 2	9.09% 1	18.18% 2	36.36% 4	18.18% 2	11	3.27
Expectations met per advertising	0% 0	9.09% 1	9.09% 1	45.45% 5	36.36% 4	11	4.09

SAA COURSE EVALUATION FORM

Q3 Rate the methods and materials relative to their value in accomplishing the workshop:

Answered: 11 Skipped: 0



	Poor	Fair	Average	Good	Excellent	N/A	Total	Average Rating
Clarity of participant handouts	45.45% 5	9.09% 1	0% 0	27.27% 3	9.09% 1	9.09% 1	11	2.40
Content of participant handouts	18.18% 2	18.18% 2	0% 0	45.45% 5	9.09% 1	9.09% 1	11	3.10
Pre course readings	9.09% 1	18.18% 2	45.45% 5	18.18% 2	9.09% 1	0% 0	11	3.00
Exercises/group discussions	10% 1	0% 0	40% 4	30% 3	10% 1	10% 1	10	3.33
Clarity of audio-visual aids	9.09% 1	9.09% 1	9.09% 1	45.45% 5	18.18% 2	9.09% 1	11	3.60
Content of audio-visual aids	10% 1	0% 0	10% 1	30% 3	30% 3	20% 2	10	3.88
How valuable was it to have the materials (including pre-reading assignments) available in electronic form?	9.09% 1	0% 0	9.09% 1	45.45% 5	36.36% 4	0% 0	11	4.00

SAA COURSE EVALUATION FORM

Q4 What aspect of the workshop methods/materials was most valuable to you? Why?

Answered: 11 Skipped: 0

#	Responses	Date
1	The presenter knew his subject very well.	3/18/2014 9:31 AM
2	The hands on examples were helpful.	3/18/2014 8:34 AM
3	The concepts of using XML for e-mail preservation were valuable, several of us had speculated as to how it would be presented.	3/14/2014 10:57 AM
4	The print out of the slides was most helpful.	3/13/2014 11:09 AM
5	Many of the slides reproduced in the handout were illegible because of the size. Referencing them in the future will be difficult. The pre-course readings seemed directed toward an audience with a working knowledge of XML, which we did not have. They were rather confusing, but did not detract from the workshop itself. One of the group exercises did not work.	3/12/2014 4:02 PM
6	Overview of XML and how it's used to capture email. Introduction of schemas and programs to use for email preservation.	3/12/2014 2:49 PM
7	Mr. Ferrante was very engaged and direct and professional. He was very good at making sure we had no questions, and in explaining things in terms at our level when necessary. He is the best of the electronic information presenters we have had.	3/12/2014 11:44 AM
8	Discussing the application of different schema to real world problems.	3/12/2014 10:45 AM
9	Comparison of the three preservation schema.	3/12/2014 8:57 AM
10	I liked being able to see a concrete example of what institutions were doing. The other DAS courses I have taken were all theoretical ("you could maybe consider doing it this way possibly in the future"). This class was practical ("this is how our institution does it"). That was the best thing about this class.	3/12/2014 8:43 AM
11	Very practical approach. Expected it to be more technical (over my head) and it was not. Very useful for an administrator.	3/11/2014 4:23 PM

SAA COURSE EVALUATION FORM

Q5 What aspect of the workshop methods/materials would you change? Why?

Answered: 11 Skipped: 0

#	Responses	Date
1	Keep in mind who your audience will be and how little they'll likely know or understand IT terms and acronyms. One of my biggest complaints regarding "computer people" is that they love to use unidentified terms and acronyms, fully expecting everyone to know exactly what they're talking about. The pre-workshop readings had both of these problems to the extent that I was wasting my time by reading them. Further, there is no point in putting so much information on a Power Point slide that the attendees can't even read the screen let alone the printed version. For a certification that requires a take-home test using the printed handout to achieve, this is particularly irritating and frustrating. The presenter obviously knew his subject well, but the presentation needs to be revamped so he can actually impart the information.	3/18/2014 9:31 AM
2	The PowerPoint handout content is unreadable due to the amount of information and size of font on many slides. The handout/booklet was not very helpful when taking the examination.	3/18/2014 8:34 AM
3	Not sure that the hands-on aspect is useful. It seemed more like a way to stretch the content into a full day	3/14/2014 10:57 AM
4	The class hands-on assignments did not work which was not the fault of the presenter but rather the fault of the state administrator of the building. Outdated computer software created problems--again the fault of the state administrator of the building. The how to manual had to be downloaded--too large to be helpful.	3/13/2014 11:09 AM
5	Make the printed presentation slides legible.	3/12/2014 4:02 PM
6	Didn't feel the activities were useful at all - weren't well prepared (parts didn't work at all) and didn't explain anything that hadn't already been covered. The printout of the slide presentation was half illegible (too much information on the slides made the printed version tiny & impossible to read).	3/12/2014 2:49 PM
7	Please--make sure the printed handout from powerpoints is readable on paper!! We spent time listening instead of scribbling what was on the slide, but then we saw that many of them were too small to read when we left the presentation!! Make them two to a page at least. Or give us access to the presentation slides via a site or e-mail. I don't know if the presenters can make the slides available, but that is a major oversight to make the printed version so small.	3/12/2014 11:44 AM
8	None	3/12/2014 10:45 AM
9	The powerpoint handouts needed to be printed in a different format than three slides per page. In that format the text on most slides is so small it is totally unreadable, so the handout is useless as a future reference to the course material covered.	3/12/2014 8:57 AM
10	The handout of the powerpoint was impossible to read on some slides. The lecturer was not very good at keeping my attention. He spoke in a slow monotone that was hard to follow.	3/12/2014 8:43 AM
11	Many of the slides in the handouts for all of the DAS sessions have been so small they are unreadable.	3/11/2014 4:23 PM

SAA COURSE EVALUATION FORM

Q6 Name of Instructor

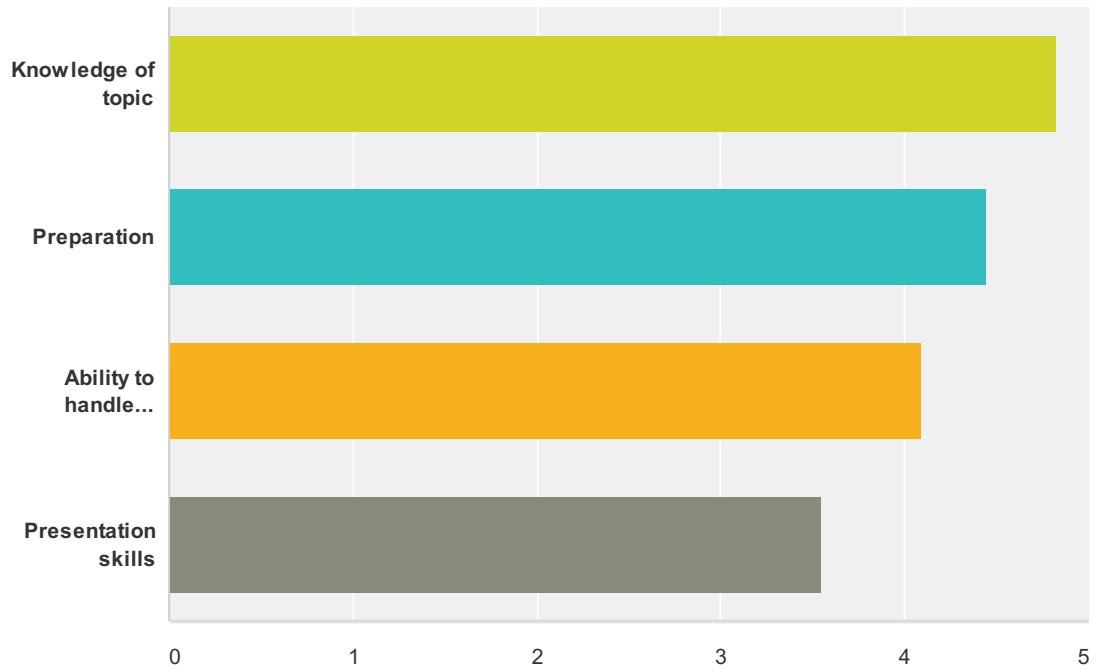
Answered: 11 Skipped: 0

#	Responses	Date
1	Ricardo A. Ferrante	3/18/2014 9:32 AM
2	Riccardo A. Ferrante	3/18/2014 8:35 AM
3	Riccardo Ferrante	3/14/2014 10:58 AM
4	Riccardio Ferrente	3/13/2014 11:13 AM
5	Riccardo Ferrante	3/12/2014 4:03 PM
6	Riccardo Ferrante	3/12/2014 2:51 PM
7	Riccardo Ferrante	3/12/2014 11:49 AM
8	Riccardio Ferrente	3/12/2014 10:46 AM
9	Riccardo A. Ferrante	3/12/2014 9:06 AM
10	Ricardo Ferrante	3/12/2014 8:46 AM
11	Ricc Ferrante	3/11/2014 4:27 PM

SAA COURSE EVALUATION FORM

Q7 How would you rate the individual instructor?

Answered: 11 Skipped: 0



	Poor	Fair	Average	Good	Outstanding	N/A	Total	Average Rating
Knowledge of topic	0% 0	0% 0	0% 0	18.18% 2	81.82% 9	0% 0	11	4.82
Preparation	0% 0	0% 0	9.09% 1	36.36% 4	54.55% 6	0% 0	11	4.45
Ability to handle questions	9.09% 1	0% 0	9.09% 1	36.36% 4	45.45% 5	0% 0	11	4.09
Presentation skills	9.09% 1	18.18% 2	9.09% 1	36.36% 4	27.27% 3	0% 0	11	3.55

SAA COURSE EVALUATION FORM

Q8 Additional Comments for Instructor:

Answered: 8 Skipped: 3

#	Responses	Date
1	None.	3/18/2014 9:32 AM
2	There were questions on the exam not covered by the content of the workshop.	3/18/2014 8:35 AM
3	Too much information for one class. Answered questions but knowledge was higher than most of the people in the class which means I didn't understand the answers.	3/13/2014 11:13 AM
4	He's been the best we've had in this series of workshops.	3/12/2014 4:03 PM
5	Felt instructor was not familiar with course slides - didn't seem prepared for activities. Presentation felt slow, without much inflection. Didn't fully answer questions posed by students.	3/12/2014 2:51 PM
6	Very nice and smooth in presenting information in an organized format, but also making sure that the material came across to us. He appreciated some of the questions and points that the members came up with. And he was very gracious with some Luddites and others who were very nervous about computers in general. As I told my colleague--This was a totally foreign and mysterious topic to me coming in. Not even enough to be Greek to me. Or French or Japanese. After Mr. Ferrante's presentation, at least now it is like visiting a foreign city and hearing someone talk. Now I know he is speaking German, although I don't know all he is saying!!! But I now want to hear more. He is very good and has made many of us more comfortable with enhancing our knowledge and skills. Bravo.	3/12/2014 11:49 AM
7	Ferrante truly was an outstanding instructor. He is obviously extremely knowledgeable, but was able to explain it to an audience that was largely new to the subject--a necessary skill that is sometimes lacking when dealing with electronic records. He is personable, patient, and concise. I don't think there could be a better instructor for this course.	3/12/2014 9:06 AM
8	I know it can't be easy to go all around the country giving the same talk to archivists who will probably never have to deal with archiving emails. But your lecture was a little flat. You have a tendency to speak in a monotone and draw your words out in a way that makes it hard to pay attention. But the subject matter was interesting and it was nice to have a lecturer that really knew the content. Thank you for giving this class.	3/12/2014 8:46 AM

SAA COURSE EVALUATION FORM

Q9 What other workshop topics do you need for your continuing education and where would you like to see them held? (List city and state please).

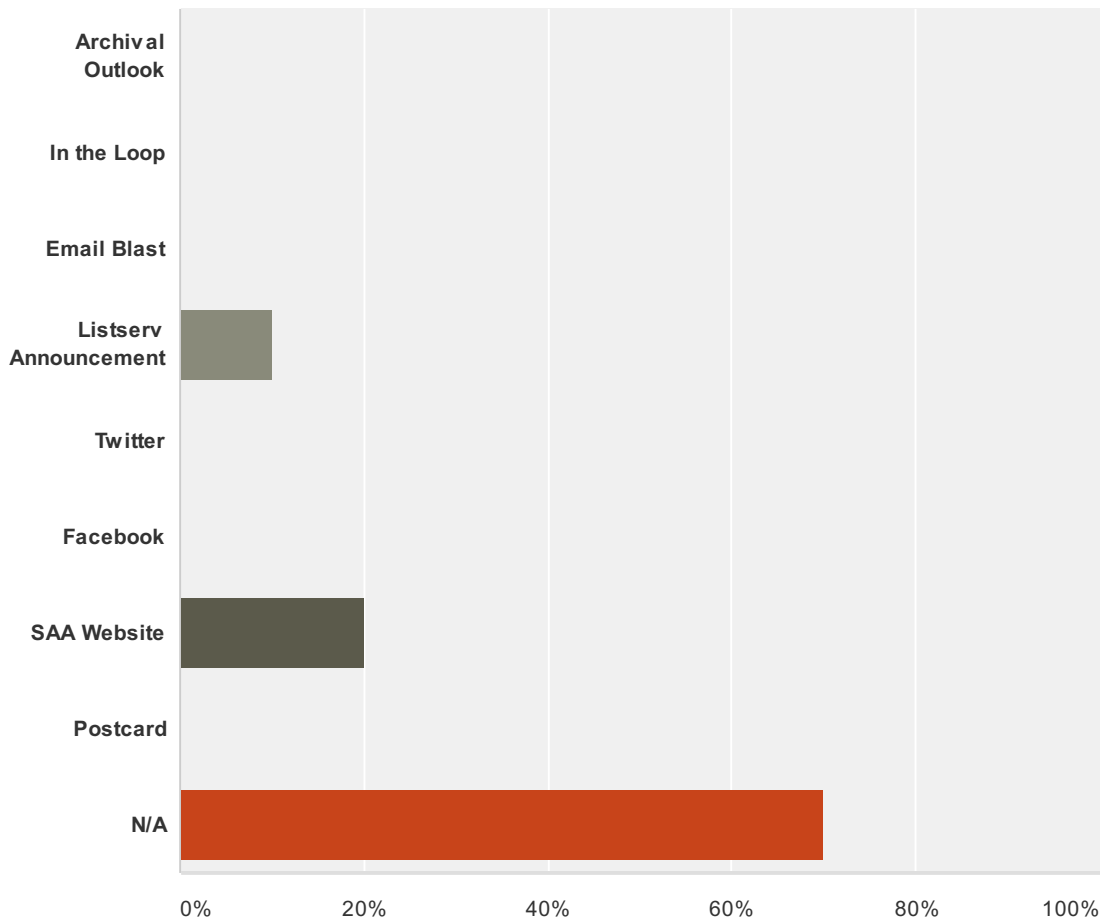
Answered: 10 Skipped: 1

#	Responses	Date
1	None	3/18/2014 9:34 AM
2	None at this time.	3/18/2014 8:37 AM
3	Just about any topic presented in Missouri would be good. Out of state travel is difficult.	3/14/2014 10:59 AM
4	Since our travel money is non existent and overnight travel is prohibited, all classes need to be centrally located, either in Jefferson City or Columbia, Missouri. Copyright issues; Paper conservation or repair (preferably hands on); Project management; Choosing Digitization software (contentDm and others); How to choose projects to digitize and/or issues relating to this process	3/13/2014 11:20 AM
5	NA	3/12/2014 4:03 PM
6	N/a	3/12/2014 2:51 PM
7	Mechanics of digitization of paper documents, St. Louis MO. Archival management software and options for small to medium archives, St. Louis MO. Making containers for archival materials, St. Louis MO	3/12/2014 11:52 AM
8	Digital forensics. Jefferson City, MO	3/12/2014 9:08 AM
9	Preservation of paper records, hopefully somewhere in Missouri	3/12/2014 8:47 AM
10	Anywhere but Chicago, DC, New England, or the West Coast.	3/11/2014 4:29 PM

SAA COURSE EVALUATION FORM

Q10 How did find out about this workshop? Please check all that apply:

Answered: 10 Skipped: 1



Answer Choices	Responses
Archival Outlook	0% 0
In the Loop	0% 0
Email Blast	0% 0
Listserv Announcement	10% 1
Twitter	0% 0
Facebook	0% 0
SAA Website	20% 2
Postcard	0% 0
N/A	70% 7
Total Respondents: 10	

#	Other (please specify)	Date
1	Office	3/18/2014 9:34 AM

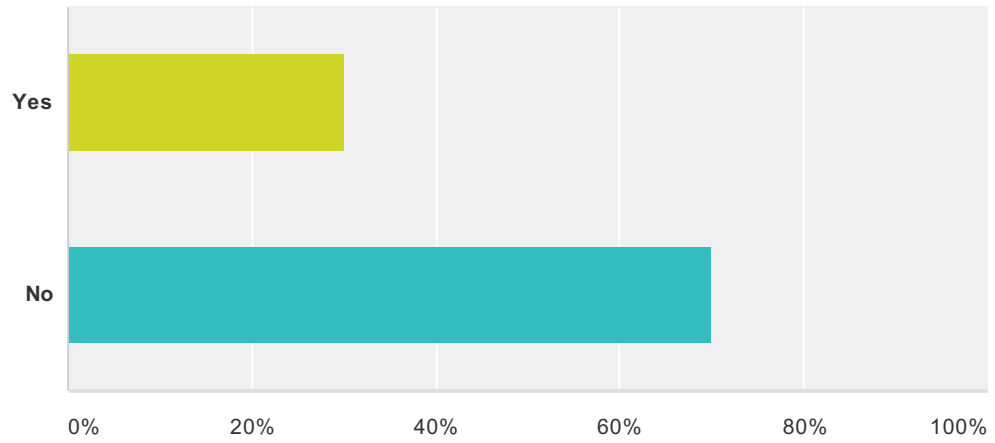
SAA COURSE EVALUATION FORM

2	Employer	3/18/2014 8:37 AM
3	Immediate supervisor	3/13/2014 11:20 AM
4	Part of our institution's electronic records preservation grant.	3/12/2014 4:03 PM
5	in-house workshop	3/12/2014 2:51 PM
6	Arranged by employer	3/12/2014 11:52 AM
7	Through work	3/12/2014 9:08 AM
8	my boss	3/12/2014 8:47 AM

SAA COURSE EVALUATION FORM

Q11 May we use your evaluation and name for testimonials?

Answered: 10 Skipped: 1



Answer Choices	Responses
Yes	30% 3
No	70% 7
Total	10

#	Name (optional)	Date
1	Michael Everman, CA	3/12/2014 11:52 AM
2	Linda Myers	3/12/2014 9:08 AM