

Existing Workshop Evaluation Form

Name of the Workshop:
 Name(s) of the Instructor(s):
 Name of Reviewer:

Directions:

- ☐ Quantitative: Each item below begins with a **bolded, blue** 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.

Please place an "x" in the appropriate column, use 1= <i>low, undesirable</i> , to 5= <i>high, excellent</i> .					
	1	2	3	4	5
1. Workshop adequately covers the subject matter that it addresses. What might enhance this workshop? Are there any topics or perspectives that should be represented, but aren't? Does any of the content seem superfluous? Comments: [Qualitative assessment here]					
2. Subject matter reflect current archival practices and theory commonly accepted in the profession. Are there issues that should be covered that would make the workshop timelier? Is any of the subject matter problematic in terms of commonly accepted archival theory and practice? Comments: [Qualitative assessment here]					
3. Explores challenging, new territory for its intended audience. Does it expand on components in existing CE programs (offered by SAA or others) and if so, please name? Are there logical precedents or antecedents for this workshop (whether they exist or not) – does it seem to form part of a logical sequence of workshops, and if so, what is that sequence? Comments: [Qualitative assessment here]					
4. Uses relevant/appropriate teaching and delivery methodologies (lecture, video, PowerPoint, exercises, film, audiotape, discussion, simulation, case study, opportunities for in-course feedback, etc.). If teaching and delivery methods are evident in the workshop materials reviewed, how relevant are they to the articulated goals and objectives, and to the content? In what ways might the impact of the workshop be heightened by the adoption of different teaching and delivery methods? Is the					

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workshop format adequate to the materials covered? Comments: [Qualitative assessment here]									
5. The instructor(s) has appropriate expertise and ability for this workshop. How might the instructor improve this workshop based on evaluation input from past participants? Comments: [Qualitative assessment here]	Name:								
	Name:								
	Name:								
6. The time line or agenda for the workshop is appropriate and workable. Is there sufficient detail to indicate how the workshop will evolve? Does it allow sufficient time for active engagement between workshop participants and the instructor(s)? Are there ways the instructor might improve the timing or flow of the workshop? Comments: [Qualitative assessment here]									

Additional comments: