Society of American Archivists
Workshop Proposal Evaluation Form

Name of the Workshop Proposal:
Name of the Instructors:
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=low, undesirable, to 5=high, excellent.	1	2	3	4	5
1. Does the proposal **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:					
2. To what extent does the subject matter **reflect current archival practices** and theory commonly accepted in the profession? Comments:					
3. Does this proposal **explore new/challenging territory** for its audience? Does it bridge or fill a gap between existing CE programs (offered by SAA or others) and. if so, please name? Does it expand on components in existing CE programs (offered by SAA or others) and if so, please name? Comments:					
4. 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:					
5. How would you rate the **expertise and ability of the instructor(s)** as evidenced by the CV, experience with classroom or adult education Name: Name:					

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instruction, and/or courses and workshops on teaching methods? Comments:	Name:					
6. How workable is the **time line** or **agenda** for the workshop? 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)? Comments:						
7. To what degree does the **list of assigned readings** support the content of the proposal? Comments:						

Additional Comments: