



The Evergreen State College - Olympia, Washington 98505

## STUDENT EVALUATION OF FACULTY

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W. Randolph Stilson

Faculty Name

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04/04/06

Date Began

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06/06/06

Date Ended

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Managing the Organization's Records

Program or Contract Title

W. Randolph "Randy" Stilson, Evergreen archivist/records manager, took the lead in co-teaching this records management course with retired Washington State archivist Sid McAlpin. Randy took obvious care to craft eight reasonable objectives for the course and provided a well developed overview to students about the roles of records management in organizations and the concepts involve in developing a total records management plan from records creation, to filing, disaster preparedness and recovery, retention, destruction and archiving. Randy's solid knowledge and experience in the field were evident as he provided a thorough history of records, guest speakers that provided real life examples of the evolution of records design and coordination over the past 45 years, arranged for field trips to several archive sites to assist students in understanding the scope and processes involved in archiving, and incorporated collaborative learning activities within the classes. One of the most important components of the course was the requirement that students complete a personal project involving the management of records, thus bridging theory to practice and gaining real world experience in the field.

The course's objectives were accomplished and Randy was a competent facilitator, other than occasional glitches with technology that interfered with some presentations of materials by PowerPoint or through websites. If the course is taught again in the future, I would like to see incorporated the presentation of some examples of records information management and content management program software.

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Student's Signature

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Date



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