**Small Group Activity - Sharing and Comparing Equivalency Processes**

Instructions

1. Exchange copies of your equivalency policies and procedures with colleagues from other colleges in your group.
2. Take 5 minutes to read through the equivalency policy.
3. Discuss each other’s equivalency policies.
4. Report out on the following:
* What are the overall strengths of the processes you discussed in your group?
* Are there components of this equivalency process that would work well at your institution?
* Are there pitfalls that you believe should be avoided at your college?
1. Have fun!

As you have your discussions, please consider the following guiding questions:

* What is the role of the local senate in the equivalency process examined?
* Who executes the equivalency policy: a single individual or a committee? What are the advantages and disadvantages of each approach?
* Are the equivalency policies spelled out explicitly in college or district documents? If not, how is the continuity of the process maintained despite personnel changes?
* Do local content experts play a clearly defined role in the equivalency process? To what extent are they consulted? Who else (if anyone) is consulted in this process?
* What types of documentation are included as part of the equivalency process and which are not considered relevant?