

## **AAT WEBSITE OVERVIEW (March 2009)**

The entire section of the ICCB Website addressing the Associate of Arts in Teaching (AAT) Degree Program has been reconfigured and revised to simplify and update it. The current AAT section of the ICCB website reflects all revisions made to the guidelines and the application process by the AAT Steering Committee as of this date. The website has also been reconfigured to make it more “user friendly”.

**The AAT Section of the ICCB Website has five subsections:**

- 1. AAT - General Documents**
- 2. AAT - Secondary Mathematics Model**
- 3. AAT - Secondary Science Model**
- 4. AAT - Special Education Model**
- 5. AAT - Early Childhood Education**

**AAT - General Documents:** This subsection contains an abridged version of the AAT Final Report, this overview, five sample syllabi for courses contained in one or more of the AAT models, and a document with general recommendations on the development of an AAT proposal. The unabridged version of the AAT Final Report, including the AAT Super Matrix, is available upon request. It is not normally required, however, when developing an AAT Degree application.

**Subsections two through five:** These subsections contain the information, guidelines and examples required to develop an AAT Degree application in each of the four AAT major areas: Secondary Math, Secondary Science, Special Education, and Early Childhood Education.

**Each subsection (2-5) normally contains the following documents:**

- 1. AAT Model Outline**
- 2. Sample Syllabi**
- 3. Sample AAT Proposal**
- 4. AAT Application Checklist**
- 5. Additional documents, as appropriate.**

**Developing an AAT Application:** The following steps to developing an AAT Degree Application are recommended:

- 1. Obtain an official AAT Form 20 ED for the area in which the college wishes to submit a degree proposal from the course and curriculum contact at the community college.**
- 2. Click on the appropriate subsection (2 - 5) of the AAT section of the website.**
- 3. Study the Form 20 ED and the AAT Model Outline for the area in which the application will be submitted.**
- 4. Contact the AAT Coordinator at ICCB if you have questions or need guidance.**

- 5. Carefully review the sample syllabi provided and make sure the syllabi included in your institution's proposal address exactly the same standards or exceed those standards.**
- 6. Using the sample AAT proposal provided as a template, develop a draft AAT application for your college.**
- 7. Use the AAT Application Checklist to make sure all required information has been provided.**
- 8. Submit a digital draft to the ICCB AAT Coordinator for review.**
- 9. Make any revisions recommended, finalize the application, and initiate the college internal review process.**
- 10. After internal approval, submit the final document in hard copy and digital copy to ICCB.**

Revisions/clarifications can more easily and quickly be done digitally at this stage of the process.

**Review and Approval Process:** After ICCB staff have reviewed and approved an AAT application, it is forwarded to IBHE staff for review and approval. When an application has been reviewed and approved by both ICCB and IBHE staff, it is forwarded first to the ICCB Board and then to the IBHE Board for final approval. When both Boards have approved the application, a formal letter of approval is sent to college, notifying it of this fact.