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| Agenda:   1. (8:00am-8:15am) Administration       1. Welcome  [Vance Academy of Engineering advisory board members](http://vanceaoe.weebly.com/uploads/2/4/4/7/24475693/2_advisory_board_roster_10.21.14.docx).    2. Attendance -  Lee Fain, Gail McDougal, Samantha Carter,  Christine McNair Scarpinato, Shavon Robinson, Tammy Reynolds, Melissa Verea, Nancy Cowan 2. (8:15am-8:25am )  Review 2014-2015 Distinguished Benchmark Goals Document    1. Summary <http://www.weebly.com/uploads/2/4/4/7/24475693/2015-2016_distinguished_academy_benchmark_goals.pptx>    2. Full Document   <http://www.weebly.com/uploads/2/4/4/7/24475693/self_assessment_2014-2015_dinstinguished_benchmark_goals.pdf>   * 1. Click link above to review prior to meeting.       1. Review membership status details  (VAOE 2014-2015 Status = Certified)  <http://quality.naf.org/membership-status>      2. Open table discussion/nominations/votes: Who will lead in AOE cross-curricular instructional advisory board leadership roles?  <http://www.weebly.com/uploads/2/4/4/7/24475693/vaoe-ewig_presentation_2.5.15.pptx>  1. (8:25am-8:45am )  Review defined committees collaborative document <https://docs.google.com/a/cms.k12.nc.us/document/d/1s9O2TcTS_TLr5NtcBlk_4iINtRDh4T15OP_xhYluRNY/edit?pli=1>     1. Continue to provide input and collaborate  on defined committee’s document.    2. Open table discussion/nominations: 2. (8:45am-9:00am)     1. Spring Break Electrolux Internship <https://www.youtube.com/watch?v=BG6oeW6BeAk>    2. 5 Year Plan <http://www.weebly.com/uploads/2/4/4/7/24475693/2.1b_five_year_plan-aoe_12.18.14.pptx> | Notes:  Chairmen Mel Radford resigned due to career change. Lee Fain voted as new chairmen by all in attendance. Board requests board member profile needed to recruit and sustain committed board members. Tammy Reynolds will deliver board member profile-  <http://www.weebly.com/uploads/2/4/4/7/24475693/characteristics_and_attributes_of_an_ideal_board_member.docx>  Middle school recruitment plan reviewed. <https://docs.google.com/a/cms.k12.nc.us/document/d/1DaQTs4d711rZuBIbKj7qfPMpeeWeMg9RjtPSPqAoink/edit?usp=sharing>  Wykoff/Reynolds/Robinson/Student leadership developing middle school “invitation to apply” post card and associated registration & recruitment events. Wykoff/Reynolds developing student profile requested by Melissa Dunlap in 2/5/15 leadership meeting.  Lee Fain requested summary of AOE 2015-2016 Distinguished benchmark (goals).  Reviewed.  Current proposal pending.  Wykoff requested additional advisory member support on completing document and participating in committee leadership. Advisory agreed there is a need to recruit more committed advisory board membership from private industry. Wykoff voiced that there was more support from businesses that provide work-based learning experiences than advisory board involvement.  Shared video as insight into what April 3-6 internship project will focus on. Nancy Advisory suggested involving AOE instructional team on STEMersion and/or company job shadowing to increase integrated collaboration and improvement of relationships. |

Old Business (11.21.14)

1. 2015 quarterly advisory board meetings:
   * #2-February 6th (8-9am)
   * #3-May 1st (8-9am)
   * #4-August 7th (8-9am)
   * #1-November 6th (8-9am)
2. Academy Assessment Evidence Binder Review
   1. <http://vanceaoe.weebly.com/resources.html> (future agenda items):
   2. Click link above to review prior to meeting.
   3. Request that advisory board members throughout the year read, review, ask questions, assess, and provide artifacts that would help develop our academy closer toward distinguished National Academy Foundation status. Note: text not in orange is missing artifacts to support higher quality assessments.
   4. 2.1c\_Everyone collaboratively will create a document to help operate defined committees that advises the AOE program of study
      1. Collaborative planning document request completion and return from each advisory board member by December 31st 2014.
      2. <https://docs.google.com/document/d/1s9O2TcTS_TLr5NtcBlk_4iINtRDh4T15OP_xhYluRNY/edit?usp=sharing>
3. Review & provide feedback regarding 2015-2016 AOE Cohort Schedule Proposal
   1. Click link to review prior to meeting
      1. <http://vanceaoe.weebly.com/uploads/2/4/4/7/24475693/vaoe_brochure_proposal_2015-2016.pdf>
      2. <http://www.weebly.com/uploads/2/4/4/7/24475693/1.2a_academic_and_career_plan_vaoe_11-5-14_draft.docx>

4. Distribute Academy Assessment document and request completion and return from each advisory board member by December 31st, 2014.

* 1. 1.5.b\_The academy team provides training session(s) for advisory board members and partners that assures confidence to participate in scoring the Academy Assessment. Trainings are available upon request.
     1. [Survey Monkey Assessment Link](http://vanceaoe.weebly.com/assessment.html)