



COUNCIL ON OCCUPATIONAL EDUCATION

“Assuring Quality and Integrity in Career and Technical Education”

VIA EMAIL AND CERTIFIED MAIL

January 10, 2017

7016 2140 0000 3331 7510

Mr. Dennis Manzo
Campus President
Spartan College of Aeronautics and Technology
8911 Aviation Boulevard
Inglewood, CA 90301

RE: Official Notification that Spartan College of Aeronautics and Technology, 8911 Aviation Boulevard, Inglewood, CA 90301 has been Placed on Probation Status by the Commission Executive Committee of the Council on Occupational Education, Effective December 16, 2016

Dear Mr. Manzo:

The Commission Executive Committee of the Council on Occupational Education met on December 16, 2016 to take action on accreditation matters. One action of the Commission Executive Committee was to place Spartan College of Aeronautics and Technology, 8911 Aviation Boulevard, Inglewood, CA 90301 on Probation Status. The effective date of this decision is **December 16, 2016**.

You will find below a citation of the condition(s), standard(s), or policy(cies) violated, the statement of violation(s) and evidence of violation(s).

Citation of Violations

Findings of Noncompliance:

The *Handbook of Accreditation: 2016 Edition*, Standard 2, Educational Programs, C. Instruction, page 55, states:

- 18. To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation.*

The *Handbook of Accreditation: 2016 Edition*, Standard 5, Learning Resources, B. Instructional Equipment, page 62, states:

- 3. Relevant and up-to-date equipment is available to support the instructional programs offered by the institution.*

The *Handbook of Accreditation: 2016 Edition*, Standard 6, Physical Resources and Technical Infrastructure, Criteria of Accreditation Related to “Physical Resources and Technical Infrastructure”, page 63, states:

- 1. A plan that addresses the adequacy and improvement of all physical facilities and technician infrastructure has been developed and is maintained that includes, if applicable, distance education infrastructure.*

The *Handbook of Accreditation: 2016 Edition*, Standard 8, Human Resources, B. Faculty, page 69, states:

1. *The institution has a sufficient number of faculty members to fulfill its missions and operate its programs.*

Each faculty member possesses:

2. *At least a high school diploma (or its equivalent);*
3. *Expertise in the area of responsibility that is actively maintained;*

Further,

6. *Faculty members who teach general education courses in associate degree programs hold a minimum of a bachelor's degree with 15 semester hours or 23 quarter hours in the teaching discipline with a grade of at least a 'C' in every course. (In exceptional cases, evidence of outstanding professional experience or creative achievement in the field may be considered in lieu of formal academic preparation.)*

The *Handbook of Accreditation: 2016 Edition*, Standard 10, Student Services and Activities, page 73, states:

10. *Institutional records reflect that program complaints and grievances receive due process and include evidence of resolution.*
11. *The institution maintains records on student complaints that are filed in accordance with the institution's grievance policy to ensure acceptable quality in the educational programs offered by the institution.*

Statement of Violation

Spartan College of Aeronautics and Technology, 8911 Aviation Boulevard, Inglewood, CA 90301 is not in compliance with the following Standards, stated as Findings of Noncompliance and detailed the Site Visit Report:

Standard 2, Educational Programs

Standard 5, Learning Resources

Standard 8, Human Resources

Standard 10, Student Services and Activities.

Evidence of Violation

An Unannounced Focused Review team conducted a visit to Spartan College of Aeronautics and Technology, 8911 Aviation Boulevard, Inglewood, CA 90301 on September 15, 2016. The team was charged with reviewing the institution according to items listed on the Site Visit Report: Unannounced Focused Review. The Site Visit Report cited Findings of Noncompliance, as stated above. The institution was provided a copy of the Site Visit Report and, subsequently, submitted an Institutional Response Report on November 28, 2016.

During its December 16, 2016 meeting, the Commission Executive Committee reviewed the Site Visit Report and the institution's response dated November 28, 2016 and determined that the institution had not responded satisfactorily to the Findings of Noncompliance as stated above and detailed in the Site Visit Report (enclosed). As a result, the official action taken by the Commission

Executive Committee was to PLACE Spartan College of Aeronautics and Technology, 8911 Aviation Boulevard, Inglewood, CA 90301 on Probation Status, require that the institution send the chief administrative officer or other full-time employee at the main campus to the Self-Study Workshop during the COE Candidate Academy to be held on March 30, 2017 at the Atlanta Airport Marriott, 4711 Best Road, Atlanta, Georgia 30337, and require that the institution host a full team visit during September 2017.

The *Handbook of Accreditation: 2016 Edition*, page 27, states:

Not only may the Commission require an institution to host a focused team visit, it may require an institution complete a new self-study and host a full accreditation visiting team earlier than previously scheduled. These Commission actions may be taken for reasons such as, but not limited to: substantive change(s), high cohort default rate, warning status, an institution's operation becoming a matter of constituent concern, or other conditions that, in the judgment of the Commission, justify a re-evaluation of the institution's status.

This Probation Status is issued in accordance with the following statement found in the *Handbook of Accreditation: 2016 Edition*, page 15:

Probation – *Probation is a restrictive status imposed when, in the judgment of the Commission, there is a violation of standards, criteria, and/or conditions of the Council that must be corrected or the institution will suffer loss of candidate status or accreditation. Probation may be imposed for a period not to exceed one year. Imposition of this status will not extend the original time period for compliance previously specified by the Commission unless good cause has been demonstrated by the institution.*

Therefore, the institution must come into compliance no later than one year from the date of this letter.

The *Handbook of Accreditation: 2016 Edition*, page 15, states:

As stated previously, initial accreditation or reaffirmation of accreditation will not be granted during the time that a restrictive violation status is imposed. Substantive change applications will not be processed, whether new or pending, before the resolution of a restrictive violation status (probation or show cause) or pending an appeal of a decision of the Commission.

In addition, the Commission Executive Committee imposed a fee of \$750 for having to place the institution on Probation Status. The enclosed invoice in the amount of \$750 is due as of the date of issuance.

Please be assured that the Commission stands ready to assist you and your institution in your efforts to improve occupational education. Do not hesitate to call on us if we can be of service.

Sincerely,



Gary Puckett, Executive Director
Commission of the Council on Occupational Education

Enclosure: Site Visit Report
Invoice

GP/lbp



SITE VISIT REPORT: Unannounced Focused Review

INSTITUTION	Spartan College of Aeronautics and Technology
Address(es) of Location(s) Reviewed	8911 Aviation Boulevard
	Inglewood, CA 90301
DATE(s) OF VISIT	9/15/16
TEAM LEADER	Lori Spencer
TEAM MEMBER(S)	Dr. Tangela Purifoy

(HR - June 14, 2016)

Introduction to the Unannounced Focused Review

Spartan College of Aeronautics and Technology, Los Angeles, CA, received an unannounced focus review on September 15, 2016. The team consisted of two experienced site visitors who arrived to the campus at approximately 7:15 am. The team was greeted by the institution's security and escorted inside the building. The Campus President was not present and only a few of the staff were on site at that time. The team immediately went to work by touring the campus and gathering documents. By mid-morning, all staff were present. The Campus President never arrived.

The classes were filled with 10-15 students and instructors were actively engaged. All staff were pleasant and accommodating. The Human Resource manager was not on campus, but after the institution was informed that it was necessary to speak with her due to needing files which were under her lock and key, they contacted the manager who drove 2 hours to the campus to meet our needs.

The building was clean and spacious. There were numerous pieces of equipment present; however, they were all very old. The team noted that while the old equipment would be useful in some respects of the program, newer equipment was needed to ensure current and relevant practices were being taught.

The team left with satisfactory knowledge of the operations and practices of the school.

At the conclusion of the visit, the team must determine its response to the following condition after reviewing institutional documentation, conducting interviews with administration, staff, and faculty, and completing all applicable parts of this site visit report:

	CONDITION OF ACCREDITATION	YES	NO
2.	The institution conducts its affairs with acceptable standards of honesty and integrity.		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
The institution has faculty in teaching in the general education and the technical portion of the college who do not meet the COE requirements. The institution was asked to provide their file of student complaints. They responded they had no complaints. After the team stated they knew there was at least one complaint, the college then stated there were complaints but would not share them with the team as they were locked in the President's office. The President would not come to the campus. One employee stated he was in a meeting. Another employee stated he was at jury duty. Another employee stated he was at lunch.			

~ PART A: HIGH RISK ~
Conditions/Criteria for Review

	CONDITIONS OF ACCREDITATION	YES	NO
19.	All media used by the institution for advertising purposes are truthful and presented with dignity to avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with Commission conditions. (See <i>Handbook of Accreditation</i>)	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
25.	The institution is not the subject of an interim action by a state or federal agency potentially leading to the suspension, revocation, or termination of the institution's legal authority to provide postsecondary education.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			

	STANDARD 2	YES	NO
9.	Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the delivery mode.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
17.	Prior to admission, students are informed of the costs, <u>equipment, services, time, and technical competencies, if any</u> , required by the		

	program, <u>including if applicable, personal data collection and processes, and charges associated with verification of student identity.</u>	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
18.	To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation.		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
On the day of the visit, the classroom sizes were 10-18 students. There were not enough equipment models for practice. Students reported they had to wait their turn. One student reported that much of the equipment was missing as well as many of the tools were broken. The equipment was old. One example is an aviation engine air pump from 1945. (See picture). The majority of the manuals for teaching was outdated. There needed to be more teaching manuals that followed current FAA regulations.			

STANDARD 5		YES	NO
Instructional Equipment			
1.	The institution has a system of instructional equipment inventory.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
2.	The institution has a system for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			

STANDARD 7		YES	NO	N/A
10.	To satisfy Commission reporting requirements, the institution has submitted notices and copies of all lawsuits filed against the institution within 5 days of being served.			X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:				
The institution would not provide these files.				

18.	No condition or event which could potentially affect the institution's ability to continue operation, including but not limited to, contingent liabilities, on-going litigation, or the financial stability of a parent corporation.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			

STANDARD 8		YES	NO
1.	The institution has a sufficient number of faculty members to fulfill its mission and operate its programs.		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
When the team considered the faculty credentials, there were 23 instructors listed as teaching the Airframe and Powerplant programs; however, 22 of the 23 had no documentation of an Associate degree in the field in which they were teaching.			
	Each faculty member possesses: 2. At least a high school diploma (or its equivalent);		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
Of the 23 technical instructors, 6 had documentation of high school diplomas in the employee files. Per HR manager, she had on other documents.			
	3. Expertise in the area of responsibility that is actively maintained; and,		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
Of the 23 technical instructors, 7 had proof of license or certification in the area (s) of airframe/powerplant.			
	4. A record of performance that reflects work-based standards as interpreted by the institution.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
5.	Additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies are met.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
6.	Faculty members who teach general education courses in Associate Degree programs hold a minimum of a Bachelor's degree with 15 semester hours or 23 quarter hours in the teaching discipline with a grade of at least a 'C' in every course. (In exceptional cases, documentation of outstanding professional experience or creative achievement in the field may be considered in lieu of formal academic preparation.)		X

If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:

The following faculty members were identified in the student management system (CampusVue) as teaching general education courses; however, they did not have the minimum 15 semesters hours in the teaching discipline. Clifford Dober lacked hours in Math. Linda Liam lacked hours in writing and/or English. The institution provided a list of general education instructors that showed Linda Laim teaching Earth Science, Algebra 1 and Algebra 2. Ms. Laim has the required hours for those courses. The institution did not list her as teaching College Writing on the list; however, the CampusVue system has her assigned to a particular student's schedule as teaching College Writing (See attached).

STANDARD 10		YES	NO
9.	The institution provides and has implemented appropriate grievance policies for handling complaints from students, as described in the institution's catalog and/or the student handbook. The Commission's mailing address and telephone number are included to provide for cases where the grievance is not settled at the institutional level.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
10.	The Commission's mailing address and telephone number are included within the grievance policy for cases where the grievance is not settled at the institutional level.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
11.	Institutional records reflect that program complaints and grievances receive due process and include documentation of resolution.		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
The institution's Director of Academics stated there were no complaints. When the team stated they knew there was at least one complaint, she then stated they are locked in the President's office and will not release. The team could not verify if due process and resolution existed.			
12.	The institution maintains records on student complaints that are filed in accordance with the institution's grievance policy to ensure		X

	acceptable quality in the educational programs offered by the institution.		
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
The team was not allowed to view the complaint file. When pressed, the Director of Academics gestured that her lips were sealed. The team leader asked if there was a reason why the President would not let us see them. She just smiled apologetically and gestured that her lips were sealed.			

~ PART B: HIGH RISK ~

Additional Concerns to be addressed by the Visiting Team

	ADDITIONAL CONCERNS	YES	NO
1.	Where do students complete their studies for the Aviation Maintenance Technology associate degree program? (Reminder: the institution is only approved to offer the associate degree program at the main campus, but it appears that some students may have been required to attend the branch location for a portion of the instruction). Question students who are enrolled in the degree program about this matter during interviews.	X	
NOTES: Students, staff and all campuses state that degrees are completed at the Los Angeles campus or online at the Tulsa campus.			
2.	Request names of every instructor, and the courses they teach. All faculty members should meet associate degree faculty requirements since all of the school's offerings are imbedded in the associate degree program. (Provide responses under Section A, <i>Standard 8</i> section, questions 1-6).		
6.	Specifically, conduct as many interviews with students as possible. Describe the level of satisfaction they have as it relates to their experiences with the institution? Also, interview faculty and staff as time allows. Please summarize below. (Complete interview sheet on last page of this document)		
The faculty and students all spoke well of the institution with exception of one student who reported equipment was old, broken or not present to teach the objectives. He was an ex-military student. No instructor stated that they were in need of anything to enhance the program.			

~ PART C ~
Annual Report Audit

The following conditions and criteria appear in the order they are published in the latest *Handbook of Accreditation* and retain the numbering system of that publication.

A 'YES' response indicates compliance. A 'NO' response indicates non-compliance and must be followed by detailed 'FINDINGS OF NON-COMPLIANCE'.

	CONDITIONS OF ACCREDITATION	YES	NO
3.	The institution meets all lawful obligations imposed by state and federal agencies.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
6.	The institution maintains a permanent accreditation file which contains items set forth in the Commission conditions.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
18.	All student recruitment activities used by the institution are truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with Commission conditions.		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
The institution has an "add-on" option for powerplant and airframe students. According to the Director of Academics, a student can enroll with a certification in airframe or enroll with a certification in powerplant. The institution will consider that along with experience in the field as "prior learning experience" (PLE) and allow student to take courses as an add-on to their certification. The courses for the add-on certificate is stated in the catalog; however, Prior Learning Experience or Prior Learning Assessments are NOT discussed in the catalog or in any material given to students prior to enrollment.			
20.	A catalog and/or other official publications, which are published in hard copy or provided online, provide information specified in the Handbook of Accreditation, and are readily available to students, prospective students, and other members of the interested public.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
Other	The institution's list of COE Approved Programs (<i>MyCouncil</i>) is identically described (program name and hours) in all institutional publications (catalogs, brochures, web site) and the list of programs approved by all applicable agencies of oversight: State/Federal (if required) or District/Board.		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
Welding is listed as a program on the COE approved programs list. The team was informed by an instructor, the Director of Academics, and Admissions that welding was just part of another program, but not a program on its own. The team was persistent with the fact that Welding was listed on the COE approved programs list as a stand alone program. In the end, the Director of Financial Aid (a tenured employee) stated that it was a program they had that had not been taught in years. This was learned after having her pull the ECAR showing the list of programs and when questioned about			

Welding, the team received the answer. The institution was informed to contact COE to take the program off the list or make it inactive determined by the length of time there was no enrollment.

Standard 1 – Institutional Mission		YES	NO
3.	The institution has an appropriate hard-copy and/or online publication which it uses to accurately present its mission statement and the educational programs offered to achieve its mission.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
5.	The institution has an organized and functional institutional advisory committee...		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
No committee was provided			
	that meets the following requirements:		X
6.	Is composed of at least three persons with a majority being external to the institution;		
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
No committee was provided			
7.	Meets at least once annually, if serving only in an institutional advisory capacity; OR twice annually, if serving in an occupational advisory capacity;		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
No committee was provided			
8.	Keeps minutes to document their activities, recommendations, and meeting attendance; and,		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
No minutes were provided. The team asked if the school was using the OAC as the institutional. The school responded "No".			
9.	Is used to provide community involvement in maintaining a relevant mission for the institution.		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
No committee was provided.			

Standard 2 – Educational Programs		YES	NO
A. Admissions/Recruiting			
	The institution's admissions policies and processes are:	X	
	1. Published;		
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
	2. clearly stated,	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
	3. consistently communicated to students	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
	4. made available to students prior to enrollment; and,	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
	5. Any changes to these publications are communicated in a timely manner.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
16.	The institution ensures that recruiting activities are ethical and that all materials used in recruiting accurately describe the mission, instructional outcomes, student performance expectations, and completion requirements of each program.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			

Standard 2 – Educational Programs (continued)		YES	NO
B. Programs			
15.	Three bona fide potential employers review each educational program annually...	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
	and recommend:	X	
16.	Admission Requirements;	X	
17.	Program content that is consistent with desired student learning outcomes;	X	
18.	Program length;	X	
19.	Program objectives;	X	
20.	Competency tests;	X	
21.	Learning activities;	X	
22.	Instructional materials;	X	
23.	Equipment;	X	
24.	Methods of program evaluation;	X	
25.	Level of skills and/or proficiency required for completion; and,	X	
26.	Appropriate delivery formats for the subject matter being taught.	X	
If NO is checked for any item (16 – 26), provide detailed FINDINGS OF NON-COMPLIANCE:			
There was one set of employer verification forms provided for the AOS in "Aircraft Maintenance" from 2015.			
C. Instruction			
9.	Occupational advisory committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being taught.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
This is a yes if you do not consider "Welding" as a program. As was established earlier in this report, they no longer offered Welding.			
	Each occupational advisory committee:		X
10.	Consists of a minimum of three members external to the institution;		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
The team could not identify who was present for which program.			
	11. Has at least three external members who represent the geographical service areas covered by the programs taught by the institution;		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
The team could not identify who was present for which program.			
	12. Has at least three external members who have expertise in the occupational program;		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
The team could not identify who was present for which program.			
	13. Meets at least twice annually;		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			

There was only one set of minutes.

Standard 2 – Educational Programs (continued)		YES	NO
14.	Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present); and,		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE: The team could not identify who was present for which program.			
15.	Keeps minutes to document their activities, recommendations, and meeting attendance.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
<i>NOTE: External members may serve on more than one occupational advisory committee as long as they meet each of the above criteria for membership for each committee on which they serve.</i>			

Standard 3 – Programs and Institutional Outcomes		YES	NO
2.	The institution submits accurate and verifiable program <u>completion</u> data each year to the Commission for comparison with required benchmarks.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE: The team was not able to investigate this area.			
5.	The institution submits accurate and verifiable program <u>placement</u> data each year to the Commission for comparison with required benchmarks.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE: The team was not able to investigate this area.			

Standard 4 – Strategic Planning		YES	NO
1.	The institution has a written strategic plan.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
8.	The results of the evaluation of progress toward achieving the objectives are documented annually.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			

Standard 5 – Learning Resources		YES	NO
1.	MEDIA SERVICES: The institution has a written plan for its media services which is appropriate for and inclusive of all methods of program delivery.		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
The institution did NOT provide a media services plan.			
3.	INSTRUCTIONAL EQUIPMENT: Relevant and up-to-date equipment is available to support the instructional programs offered by the institution.		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
The equipment was outdated.			

Standard 6 – Physical Resources and Technical Infrastructure		YES	NO
1.	A plan that addresses the adequacy and improvement of all physical facilities and technical infrastructure has been developed and is maintained that includes, if applicable, distance education infrastructure.		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
There was no plan presented.			
11.	An appropriate plan for assuring the health and safety of the institution’s employees, students, and guests has been developed and is in use.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			

Standard 7 – Financial Resources		YES	NO	N/A
2.	Financial records are maintained so that the institution’s fiscal position may be analyzed in a timely manner.	X		
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:				
12.	Compliance with the Higher Education Reauthorization Act Title IV eligibility and certification requirements is maintained, including compliance with default management and audit benchmarks.	X		X
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:				

Standard 8 – Human Resources: General		YES	NO
2.	The institution has provided and implemented appropriate and published procedures for handling complaints/grievances for faculty and staff, consistent with the policies of the institution’s governing board.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
3.	Appropriate procedures have been developed for the continuous evaluation of the performance and effectiveness of all institutional employees, with at least an annual written formal review and evaluation.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			

Standard 9 – Organizational Structure		YES	NO
4.	The chief administrative officer is the official of record for all purposes of the Commission, is a full-time staff member of the institution, has his/her office on the main campus, and is the Commission’s point of contact with the institution, including branches, if any.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
5.	An organizational chart is available that shows the functional relationships among the personnel of the institution.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			

Standard 10 – Student Services and Activities		YES	NO
6.	All period of enrollment, financial, academic, and current educational progress records are available at the institution.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			
19.	The institution demonstrates that it is following a written plan for placement services.	X	
If NO is checked, provide detailed FINDINGS OF NON-COMPLIANCE:			

Interviews

Name	Program of Study/Job Title	Interviewer
Allen Rapp	Adjunct Instructor	Lori Spencer
Alicia Parker	Test Center Supervisor	Tangela Purifoy
Anthony Mendez	A&P Student	Tangela Purifoy
Tina Voong	Director of Financial Aid	Tangela Purifoy
Naymon Williams	Student	Tangela Purifoy
Joshua Faviszak	Student	Tangela Purifoy
Chris Botelho	Student	Lori Spencer
Justin King	Student	Lori Spencer
William Richard	Student	Lori Spencer
Justing Duong	Student	Lori Spencer
Jose Rendon	Student	Lori Spencer
Eddie Charles	Student	Tangela Purifoy
Drifter Vasser	Student	Lori Spencer
Boris Hernandez	Student	Tangela Purifoy
Maxwell Hartgeorges	Student	Tangela Purifoy
Arthur Salvador	Student	Tangela Purifoy
James Lasser	Instructor	Lori Spencer
Ethel Jones	Graduate Advisor	Tangela Purifoy
Francisco Devon	Student	Tangela Purifoy

Council on Occupational Education, Inc.

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Suite 325
Atlanta, GA 30350
(770)396-3898 x14 (800)917-2081
www.council.org

INVOICE

DATE	INVOICE #
1/10/2017	18329

BILL TO:

Spartan College of Aeronautics and Tech
ATTN: Chief Executive Officer
8911 Aviation Blvd.
INGLEWOOD, CA 90301-2904

DESCRIPTION	AMOUNT
Placed on Probation	750.00

Due within 30 days of Invoice Date with Invoice # on check. Late Penalties assessed per COE Handbook.

TOTAL \$750.00