

SWTJC MEMORANDUM

TO: File ✓
Cc: SACSCOC Compliance Certificate ✓
FROM: Dr. Mark Underwood
Vice President of Academic Affairs *MU*
DATE: February 17, 2015
SUBJ: Credentials for Eduardo Cuellar

Mr. Cuellar holds both the Bachelor of Science in Secondary Education and the Master of Science in Secondary Education. In addition, he has completed the following Mathematics courses:

MATH 4306B (Geometry Seminar) – Although taken while admitted to the Graduate Studies program of Sul Ross State University, appears to be undergraduate (senior) level.

MATH 400.3 (Advance Topics) – Taken at Texas A&I University during his senior year.

MATH 308 – (Theory of Equations) – Taken at Texas A&I University.

MATH 310 – (Geometry Teaching, Secondary Schools) – Taken at Texas A&I University.

While at Southwest Texas Junior College:

College Algebra
Trigonometry
Calculus I
Analytic Geometry

Mr. Cuellar taught various Math courses periodically for SWTJC from 1987 through 2002, including several sections of College Algebra (MATH 1314). After a hiatus from 2002 until 2013, Mr. Cuellar re-applied to teach as an adjunct instructor.

In April 2013 I completed an evaluation of Mr. Cuellar's transcripts and found the courses listed above, none of which is a graduate-level course, although a number of them are listed as Graduate courses on a 1995 transcript evaluation. I have no explanation for this analysis. Upon my examination of his records, I modified his allowable teaching area in Math to Developmental Math courses only. No other records, such as student evaluations or supervisor evaluations could be found to mitigate the decision.

Mr. Cuellar was mistakenly assigned to a College Algebra course in the Spring term of 2014 by a staff member in the SWTJC Outreach Office. However, the fault was mine in that I did not examine the entire Fall teaching roster in time to prevent his assignment. Likewise, inadequate checks were in place to coordinate the staffing of off-site classes between the Outreach Office and my office. Those procedural checks are now in place.

SOUTHWEST TEXAS JUNIOR COLLEGE
 FACULTY TRANSCRIPT EVALUATION

SACS ELIGIBLE Yes

DEGREES: B.S. (1975) M.S. IN SEC ED (1982)
TEXAS A&I TEXAS A&I

NAME CUELLAR, EDUARDO SOCIAL SECURITY # _____

DIVISION _____ TEACHING AREA MATH (DEV)

PRIMARY TEACHING AREA GRADUATE COURSES

NAME OF INSTITUTION	COURSE PREFIX & NUMBER	COURSE TITLE	SEM. HRS.	SEMESTER & YEAR
TEXAS A&I	MTH 315	SEL TOPICS-MSD ATG	3	SS1 73
	MATH 206	CALCULUS II	3	SS1 73
SWTJC	MTH 108	COLL ALG	3	69-71
	MTH 101	TRIG	3	69-71
LAREDO JUNIOR COLLEGE	MTH 205	CALCULUS 1	3	S1 71
	MTH 103	ANAL GEOM	3	S1 74

These are not graduate-level courses - CONTINUED
Mar 2/1/85

TOTAL HOURS

SECONDARY TEACHING AREA GRADUATE COURSES

NAME OF INSTITUTION	COURSE PREFIX & NUMBER	COURSE TITLE	SEM. HRS.	SEMESTER & YEAR

TOTAL HOURS

EVALUATED BY [Signature] DATE 1/11/95

REVIEWED BY Eduardo Cuellar DATE 1-11-95

SOUTHWEST TEXAS JUNIOR COLLEGE
 FACULTY TRANSCRIPT EVALUATION

SACS ELIGIBLE Yes

DEGREES: _____

NAME CUELLAR, EDDIE SOCIAL SECURITY # _____

DIVISION _____ TEACHING AREA MATH - Developmental only

PRIMARY TEACHING AREA **GRADUATE** COURSES

NAME OF INSTITUTION	COURSE PREFIX & NUMBER	COURSE TITLE	SEM. HRS.	SEMESTER & YEAR
TEXAS A&I	MTH 310	GOEM TCH SEC SCH	3	SP 74
	MTH 308	THEO OF EGNS	3	SII 74
	MTH 400.3	ADV TOP IN MATH	3	SP 75
SRSU	MT 4306B	SEM IN MATH: GEOMETRY	3	SSI 94

These are not graduate-level courses, May 2013.

TOTAL HOURS 30

SECONDARY TEACHING AREA GRADUATE COURSES

NAME OF INSTITUTION	COURSE PREFIX & NUMBER	COURSE TITLE	SEM. HRS.	SEMESTER & YEAR

TOTAL HOURS

EVALUATED BY Max Underwood DATE April 2013

REVIEWED BY _____ DATE _____