

LX No. 15

Faculty Senate Minutes

April 8, 2026

The Faculty Senate of Southeast Missouri State University met on Wednesday, April 8, 2026, in the UC Redhawks Room. The following Senators were present: Larry Bohannon, Abram Book, Christopher Bradley, Jenny Cropp, Corrie Dudley, Erin Fluegge, Pam Gershuny, Michael Holm, Arusha Ijaz, Courtney Kizat, Barbara Lamont, Hayley Love, Kelly McEnerney, Jenna Moore (Chair), Joe Murphy (Chair-Elect), Josh Newth, Tomoaki Nomi, Peter Oman, Anthony Scherer, Kyle Schneider, Mike Taylor, Misty Tilmon, and David Yaskewich. Interim Provost Doug Koch was also present. The following alternate was present: Marikit Fain. The following proxy was present Juefei Yuan

Call to Order

The meeting was called to order at **3:00 p.m.**

The Chair noted a correction to the posted agenda: an item referencing a closed session and emeritus bill was included in error. There was **no closed session or emeritus bill** to be considered at this meeting, and the item was removed without objection.

Minutes

Minutes to be Approved: March 25, 2026

The Chair asked for corrections or discussion regarding the minutes from the March 25, 2026 Faculty Senate meeting.

- No corrections were offered.
- **Motion:** Approve the minutes as presented
- **Action:** Minutes approved unanimously

Guests

Sarah Craig, Director of Research and Sponsored Programs

Sarah Craig was introduced as the guest presenter. She provided a comprehensive update on the restructuring, processes, and strategic direction of the Office of Research and Sponsored Programs (ORSP).

Overview and Office Mission

Sarah Craig shared that she began her role on September 15, 2025, and since that time has focused on clarifying the mission, updating policies and procedures, and building systems that better support faculty research and programmatic initiatives while maintaining compliance.

The revised mission emphasizes:

- Supporting faculty research and programs
- Ensuring compliance without creating unnecessary barriers
- Increasing transparency, consistency, and accountability
- Supporting student research and community outreach

Updated policies and procedures are now publicly available on the ORSP website.

Pre-Award Support and Application Process

Key changes include:

- Transition to **OneDrive-based application folders** for each grant submission
- ORSP will now create and manage a shared application folder that includes:
 - Templates and narrative outlines aligned with funder requirements
 - Budget working documents
 - Draft and final versions of application materials
- Faculty and ORSP staff will collaborate throughout the application process rather than only at submission

Sarah emphasized that faculty are **not expected to be experts** in funder rules regarding indirect costs, fringe benefits, or restrictions. ORSP will assist with:

- Budget construction and justification

- Calculation of course buyouts, releases, and summer pay
- Ensuring institutional and funder compliance

Authorized Organizational Representative (AOR)

The Director of ORSP is now officially designated as an **Authorized Organizational Representative**. This change:

- Allows ORSP to submit grant applications directly
- Allows ORSP to accept award agreements on behalf of the University
- Eliminates prior delays caused by unclear signatory authority

Standardized award agreements can now be processed more quickly. Non-standard or legally complex awards may still require additional review.

Post-Award Management and Reporting

Significant improvements were noted in post-award coordination:

- Enhanced collaboration with Accounting
- ORSP supports programmatic reporting requirements
- Automated **deliverable notifications** in Smartsheet to alert Principal Investigators of reporting deadlines at least two weeks in advance
- Required sign-offs tracked within the system

Funding Opportunity Identification

Sarah introduced the **SPIN Smart System**, a comprehensive funding opportunity database covering federal, state, nonprofit, and foundation sources.

Features include:

- Faculty-created profiles based on keywords
- Automated daily or weekly email alerts
- Ability to modify keywords or pause notifications via Smartsheet request form

This system allows more targeted and proactive pursuit of funding opportunities.

Compliance and Required Training

Sarah stressed the importance of proactive compliance, including:

- **Responsible Conduct of Research (RCR)** training (valid for 3 years)
- **Conflict of Interest (COI)** training (valid for 4 years)

Faculty are encouraged to complete these trainings **before** beginning applications to avoid delays.

She also noted:

- RCR training can be assigned to students as part of coursework
- IRB and IACUC training is available and should be assigned early to student researchers
- ORSP is working on a required **8-hour Responsible and Ethical Conduct of Research course** for NIH, NSF, and USDA-funded personnel

Systems and Technology Changes

Major operational changes include:

- Full transition from **Cayuse to Smartsheet** for grant tracking
- Smartsheet will provide cradle-to-close tracking, covering both pre-award and post-award
- Faculty, ORSP, and Accounting will have shared access to documents
- Implementation targeted for the **start of the next academic year**

A new standardized **grant code system** will align proposal and post-award identifiers, improving tracking and clarity.

IRB Process Updates

ORSP is collaborating with IRB leadership to:

- Consolidate IRB forms in Smartsheet
- Create guided forms that route users to the correct IRB category
- Reduce duplicate or incorrect submissions

Data Tracking and Transparency

Sarah acknowledged limitations in historical grant data due to inconsistent prior tracking. ORSP is:

- Digitizing legacy data

- Building dashboards in Smartsheet
- Planning a publicly available data dashboard on the ORSP website to track:
 - Grant submissions and awards
 - IRB and IACUC activity
 - Compliance workload

Questions and Discussion

Faculty questions addressed:

- Whether small professional organization grants must go through ORSP (answer: depends on funder structure)
- Using grant data for faculty recruitment and benchmarking
- Whether ORSP would support IACUC processes in the future (to be discussed later)

The Senate thanked Sarah Craig for a detailed and forward-looking presentation.

Old Business

Resolution 26-5 Revising Duties for Faculty Senate Chairperson

Resolution 26-6 Revising Duties for Faculty Senate Chairperson Elect

The Chair explained that both resolutions are connected to a newly introduced Resolution 26-7. Because Resolution 26-7 had not been distributed for the required review period, the Chair recommended that Resolutions 26-5 and 26-6 remain tabled so all related items could be considered together.

Motion to table Resolutions 26-5 and 26-6; Senator Moore, seconded; Senator Taylor

Motion to table passed unanimously

Bill 26-A-16 Development of Criteria for Tenure and Promotion Motion to consider; Senator Taylor, seconded; Senator Bohannon

Senator Dudley presented Bill 26-A-16 on behalf of the committee. The bill addresses revisions to the development and application of criteria for tenure and promotion.

Discussion focused on a clarification identified after the previous meeting. Specifically, language on page 4 relating to faculty members electing to be evaluated under prior criteria for tenure and promotion did not explicitly reference R&DT merit. Corrie stated that this omission was unintentional and that the committee agreed the language should be clarified to ensure that faculty members applying for R&DT merit are also eligible to elect evaluation under previously approved criteria when applicable.

It was emphasized that this clarification does not represent a policy change, but rather corrects an oversight to align intent, practice, and handbook language.

No objections were raised to the proposed clarification.

- Action: Bill moved forward with a friendly amendment clarifying applicability to RNT merit.

Bill 26-A-17 Revising Non-Tenure Track Faculty Merit Motion to consider;
Senator Taylor, seconded; Senator Bohannon

Senator Dudley then presented Bill 26-A-17, which revises language related to merit eligibility and timelines for non-tenure-track faculty.

This bill prompted discussion regarding clarity of the merit eligibility timeline, particularly concerning how frequently non-tenure-track faculty may apply for merit following receipt of a previous merit award. Feedback from prior discussion raised concerns that existing language could be interpreted as ambiguous.

The committee proposed revised language to clearly state that:

- Non-tenure-track faculty may apply for merit beginning in the fourth year of full-time employment,
- May apply annually until merit is achieved, and
- Following receipt of a merit award, may apply no sooner than four years after the prior award.

The revised wording was intended to eliminate ambiguity, ensure equitable application, and more clearly communicate expectations to faculty.

No concerns were raised regarding the revised timeline language.

Action

- Bill moved forward with a friendly amendment clarifying eligibility and timing provisions.

Approval of Bills 26-A-16 and 26-A-17 Motion to vote together; Senator Moore, seconded; Senator Murphy

The Chair proposed that Bills 26-A-16 and 26-A-17 be approved together, incorporating the friendly amendments discussed for each bill.

- Vote: Unanimous approval
- Action: Both bills passed as amended

New Business

Discussion of Workflow Process for Tenure & Promotion

The Senate discussed concerns regarding the electronic workflow used to submit department-level tenure and promotion criteria.

Key points included:

- The Faculty Handbook specifies approval by department faculty, not department chair approval
- The current workflow includes a chair approval step that may imply unintended authority
- Concerns centered on alignment with handbook language, not on individual chair behavior

Consensus Outcome:

- The workflow should retain a chair step as a **procedural affirmation** that a department vote occurred
- Language should be clarified to reflect confirmation rather than approval of content
- No policy or handbook changes were required

Resolution 26-7 Chair & Chair-Elect Membership Committee Motion to introduce; Senator Newth, seconded; Senator Taylor

The resolution was introduced for discussion. Members noted that:

- The redlined version contained formatting inconsistencies
- Sections 5 and 7 of the bylaws required alignment
- **Action:** Resolution will be corrected and returned for vote at a future meeting

Reports

Chair – Jenna Lee Moore

- Administrative Council and Dean’s Council meetings upcoming
- Budget Review meeting scheduled for April 21
- Committee annual reports due April 17
- Next meeting (April 22) will be a split session with incoming Senate members

Administrative Liaison – Interim Provost Doug Koch

Key discussion topics included:

- Low faculty sign-up for commencement participation
- Continued evaluation of ADA compliance oversight mechanisms
- Discussion of advisory access to Canvas grade data via SupportNet
- Summer course compensation models under review
- Status of general education requirements for accredited/licensed programs

SGA – Layne Collier

- Funding approved for multiple student organizations and conferences
- Updates on Greek Week events
- Encouraged submission of remaining funding requests prior to semester end

Committee Reports

- **Academic Affairs:** Graduation participation concerns; accreditation-related curriculum issues
- **Compensation:** End-of-year report finalized; continued work on enrollment-based pay issues
- **Documents:** Annual report submitted
- **Governance:** Meeting held; annual report forthcoming
- **Professional Affairs:** Policy revisions completed; CRFC rubric distributed
- **Membership:** Committee vacancies being filled
- **Johnson Faculty Center:** Faculty social scheduled for April 17 at Ebb and Flow

Closed Session

Bill 26-A-18: Spring Emeritus Bill

- Removed from agenda due to error

No closed session held

Announcements

- *Legally Blonde* the musical opens on April 9. Performances run Thursday through Saturday at 7:30 p.m., with matinees on Saturday and Sunday at 2:00 p.m. SEMO Pets will host an on-site adoption event during intermission.
- All three university choirs will perform in a concert titled *Heart and Soul* next Thursday at 7:30 p.m. Event includes choral music and limited choreography.
- **Roy Blunt Hall Groundbreaking** ceremony scheduled for **April 9 at 11:00 a.m.**

- **Greek Week Events:** Lip Sync Battle: Thursday evening at 7:00 p.m., Academic Auditorium. Greek Sing: Saturday at 5:30 p.m., Academic Auditorium
- Faculty and staff encouraged to attend events.
- **Faculty Social** rescheduled to **April 17** held at **Ebb and Flow**
- **Observatory Update:** First successful lights-off astronomical observation held. Final observation of the semester scheduled for **April 21**. Astronomy Club program to accompany event, featuring a talk on black holes and dark matter.
- **Department of Chemistry & Physics Seminar** featuring Dr. Presho (Mathematics) scheduled for **April 16**, from 3:30-4:30 in Rhodes 121

- **SMSTA Literacy Walk** at nearly all elementary schools in Cape Girardeau. Final event scheduled for **April 17** at Blanchard Elementary. Event included reading activities and book giveaways for students.
- **Graduation Participation** Noted that fewer than 50 faculty had signed up to attend commencement. Faculty were encouraged to register, especially those willing to attend multiple ceremonies.

- **Meeting Materials Availability**
 - Senate meeting materials are no longer posted online due to ADA compliance concerns.

Motion to adjourn: Senator Taylor, seconded: Senator Bradley

The meeting adjourned at 4:49 p.m.

Next Meeting

April 22, 2026

3:00–5:00 p.m.

UC Redhawks Room