

# The Learning Log

## LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY

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[Click here to check out our webpage!](#)



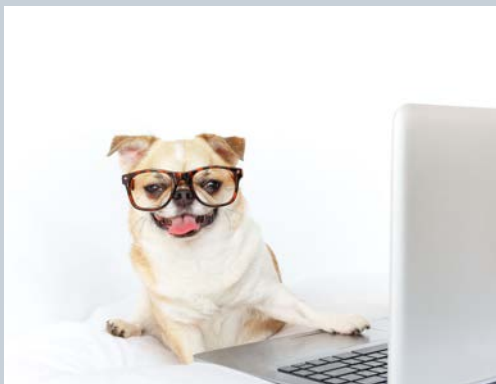
### ***A Time for Development***

We in the Learning Academy know you are juggling a lot right now. Some of you are getting a crash course in online teaching. Some are working remotely for the first time. Many of you are doing these things as you're homeschooling kids. Most of us are struggling to find toilet paper in the stores. All of us are wondering, "How long can this last?"


Undoubtedly, you are developing as you adapt to new ways of working and/or teaching. You might be learning new technologies, enhancing your self-discipline, or creating new processes to carry out your work. Take a moment to recognize all the ways you are growing! As you learn to apply new skills and knowledge, we are better positioned to carry out our mission to enhance students' lives through quality education and professional preparatory experiences. Thank you for all you are doing!

You might be looking for additional development during this time. In hopes of supporting you as you negotiate challenges and seize opportunities, this issue of the Learning Log provides resources, organized by our four development themes: **Knowledge and Skills, Wellness, Safety, and Compliance**. As always, let us know how we can better support your continuous improvement.

# Knowledge & Skills



"Welcome to the dog house." - VP of HR  
"Working remotely has changed some of us, but we are still ready and willing to help," stated the newest member of the HR team.

Need a [Microsoft Teams Tutorial](#) so you can host meetings? 

## Tips For Working From Home

1. **Define your work space:** Have a designated work space in your home and set ground rules with those sharing your space.
2. **Set daily goals, track them and share progress:** Never underestimate the power of handwritten goals and accountability partners.
3. **Eliminate distractions:** Depending on your living situation, hanging a 'Do Not Disturb' sign on a door during meetings or focused work time could be helpful.
4. **Prioritize privacy:** Assess the privacy of your work space and continue to employ [security best practice](#).
5. **Stay connected:** Attend video conference calls and ensure face time with your colleagues happens at least once a week.
6. **Maintain a schedule:** Set a schedule, including break times, and stick to it. Step away from the computer for lunch and maybe take a walk outside. [If you have kids, create a schedule for them too](#). The weekends can be used to gather ideas and create activities for your children to complete throughout the week.

## Staying Student-Centered Through a Pandemic

The pandemic has brought unprecedented conditions and the impact on higher education has been profound. Students have abruptly had to relocate and adjust to fully online learning all while facing issues like unemployment, mandatory quarantines or shelter-in-place orders, lack of consistent internet access, and increased anxiety. Faculty and staff have had to figure out how to continue to serve students through these challenges. LU faculty and staff have risen to the occasion, helping students to move out of campus housing; ensuring technological and academic accessibility; offering social, mental, and academic support remotely; and translating teaching and learning to a virtual format rapidly and with flexibility and care. We recognize and appreciate how hard everyone continues to work to support our students!



Do you know about a faculty or staff member who has served students exceptionally well during the pandemic? [Submit your "pandemic Q2 moment"](#).

### Quick "Panicgical" Tips

1. Keep it simple!
2. Maintain consistent communication.
3. Take it one week (and module) at a time.
4. Focus on the learning outcomes as you make changes to assignments/expectations.
5. Show empathy and flexibility for students' circumstances and emotional responses.
6. Use whatever technology works for you, but don't overwhelm students with too many things to learn and use.

### Faculty Support as Courses Continue Online

Faculty have actively supported one another during the move to online learning. Each school has assembled a "front-line" team of experienced online instructors to offer support to those who need assistance or resources. Faculty also are sharing ideas, asking questions, and suggesting work-arounds on the Learning Academy's Canvas Course discussion boards. Hopefully, by now all instructors have seen [LU's Course Continuity Guide and other guides/resources](#) for teaching and learning. For specific resources, questions, or consultations, faculty can reach out to the Lindenwood Learning Academy, Lindenwood Online, the Lindenwood Library, the Writing Center, SASS, the Office of Student Involvement, or IT, depending on the issue.



## Mental Wellness

As you shelter in place, balance work and home life in new ways, and try to keep yourself and your family well, you may be experiencing stress and a range of emotions. Lindenwood offers an [Employee Assistance Program](#) that is now providing telephone and televideo services. You can schedule a counseling session just as you would an in-person session by calling (800) 356-0845.

### ADDITIONAL RESOURCES FOR MANAGING EMOTION Provided by Employee Fellow, Elizabeth Snell:

- [Free online meditation/support groups](#)
- [Headspace meditation app](#)
- [Managing Emotions Effectively in Uncertain Times](#)
- [How to Take Care of Your Health and Well-Being in the Time of Coronavirus](#)
- [Should I Be Scared of the Coronavirus? Mindfulness Techniques for Managing Coronavirus Anxiety at Home and Work](#)
- [Think about the best-case scenario: how to manage coronavirus anxiety.](#)

## Physical Wellness

Physical wellness is important for physical *and* mental health. In our "new normal" of working from home and sheltering in place, we may be less physically active than usual. Plus, our work spaces may be less ergonomic (anyone working on the couch or in a dining chair?) and our bodies can pay the price. You can improve your physical wellness by ensuring you get a proper night's sleep, eating nutrient-rich foods, including physical activity in your daily routine, practicing good hygiene, and incorporating relaxation into your schedule.

**LindenWell has made adding physical activity to your day easier by providing several**

### **FREE, AT-HOME EXERCISE RESOURCES**

- [Lindenwood Athletic Staff's Workout Videos](#)
- [The Fitness Marshal](#)
- [Fitness Blender](#)
- [Yoga with Adriene](#)
- [Blogilates](#)
- [Yoga with Kassandra](#)
- [POPSUGAR](#)

You can also join [LindenWell's March Challenge](#), [Stretching into Spring](#). Email Mariah Gove at [MGove@lindenwood.edu](mailto:MGove@lindenwood.edu) to get started.





## 7 steps to prevent the spread of COVID-19

- 01 Wash your hands frequently
- 02 Avoid touching your eyes, nose and mouth
- 03 Cover your cough using the bend of your elbow or a tissue
- 04 Avoid crowded places and close contact with anyone that has fever or cough
- 05 Stay at home if you feel unwell
- 06 If you have a fever, cough and difficulty breathing, seek medical care early — but call first
- 07 Get information from trusted sources



Unhealthy environments still exist in the middle of a pandemic. Safety is of paramount importance during these troubling times. Unhealthy environments can come in many different forms. Most of us have probably heard of the **seven steps to prevent COVID-19**, but it still doesn't hurt to remind ourselves of them again, here. Not only should we take on the responsibility of these steps to do our part in slowing the spread of the pandemic, we should also be aware of those who are in dire need during this times. *The National Sexual Violence Resource Center* has created a resource page to help survivors and those who may be experiencing sexual violence. Please follow the [link](#) for National resources and self-care strategies.

## Resources

[Bridgeway](#) is a local resource that can be contacted by calling 1 (877) 946-6854 or (636) 946-6854 for St. Charles or 1 (877) 462-1758 for Lincoln County residents. [The Rape, Abuse, & Incest National Network \(RAINN\)](#) organizes the National Sexual Assault Telephone Hotline. The hotline is a referral service that can put you in contact with your local rape crisis center. You can call the hotline at 1 (800) 656-4673.

# Compliance

**Compliance may not be the most glamorous part of the job, but it is a necessary one.**

**During these uncertain times, please keep safety and compliance at the forefront of all decisions.**

The platform for required compliance and Lindenwood-specific training courses is [SafeColleges](#). SafeColleges provides training and documents employee completion. In the past, most of you completed trainings at your workstations, but the courses can be taken anywhere with internet access. SafeColleges has provided some timely content on COVID-19. [Here](#) are a couple of videos that you can access that will provide information about protecting yourself against the virus. These resources cover how the virus spreads, explains how to recognize its symptoms, how to prevent spread of the virus, and what to do if you become sick. Additionally, there is a course that provides practical guidance from the Centers for Disease Control and Prevention on community transmission of COVID-19. After you take these courses, you will be able to identify the actions to take before, during, and after an outbreak occurs.



## Cybersecurity

Cybersecurity is another area of compliance that should be considered during this time. If you are like us, you are probably getting an inordinate amount of emails providing you with tips for surviving this pandemic, but beware, this is a prime time for phishing schemes. Report all suspicious emails to Lindenwood IT at [HelpDesk@lindenwood.edu](mailto:HelpDesk@lindenwood.edu). SafeColleges also provides an informational training for [cybersecurity awareness](#) and reminds us that that we need to protect and care for the digital information for which we are responsible.

**Facilities and Public Safety can also login [here](#) to complete their monthly compliance training in SafeColleges.**

