

LINDENWOOD
UNIVERSITY

DIGEST
EMPLOYEE NEWSLETTER



August 18, 2021

CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO YOUR INBOX.

GOOD MORNING

LINDENWOOD LIONS!

Employee Vaccination Status Survey



All faculty, staff, and adjunct instructors that report to campus for any reason are required to complete the **vaccination status survey** by August 27 at 5 p.m.

LATEST NEWS

Be in the know!

[Read Campus News](#)

Reminders

Never miss a deadline!

- Employees who are demonstrating symptoms of COVID-19 or have been exposed to a confirmed case

Vaccinated employees will complete the survey and upload proof of vaccination within the survey, as well as provide dates that each dose was received.

should complete the **COVID-19 Initial Assessment Survey**

Unvaccinated employees will complete the survey AND upload a **current, negative COVID-19 test** by August 27. Test must be administered August 11-23.

**STAY
CONNECTED**

Join LindenConnect

COVID-19 testing is available today, Wednesday, August 18 at Hyland Arena from 3-4 p.m. Testing available on a walk-in basis.



Blue Note 5K Race

Lindenwood faculty and staff is invited to participate in the annual **Blue Note 5K race** on September 26 as a part of the Lindenwood Team. The annual run, presented by Together Credit Union, is back in person and has a virtual option this year. Runners will receive 5K swag and a finisher medal. Lindenwood faculty and staff will not only receive the Blue Note 5K race goodie bag but will also receive a customized Lindenwood Team shirt!

In addition, Lindenwood will be paying for the first 75 faculty and staff members who register by August 27.

To register, **click here**, enter the code BLUESLU2021 and use your Lindenwood email address when registering. From the drop-down menu under “Virtual Run Packet Pickup/Shipping Option”, select from any of the three available options. Any date/location you choose is fine, since the Lindenwood special events team will be picking up everyone’s packets and will be hosting packet pickups for Lindenwood participants at Warner Hall the week of September 20.

If you have any questions, please reach out to Rachael Heuermann at **rheuermann@lindenwood.edu**.

The LindenWell team will also provide Wellbucks for those who register and participate! Please let Whitley (WHuxhold@lindenwood.edu) know if you register for the event.

Notary Public

Are you in need of a notary who serves as an impartial witness in performing a variety of official fraud-deterrent acts related to the signing of important documents?

We have several employees (listed below) on campus that have been commissioned to notarize the University's important documents. Reach out to one of them when the need for a notary arises.

Jessica Bucci, Julie Hoffman, Sharon Wescott, Kevin Manley, Brittany Brown, Trish Schodrowski, Lynn Russell, and Monica Seiter.

Early Rec Hours for Faculty and Staff!

The Evans Commons Rec Center will open one hour early at 6 a.m. on Wednesdays during the Fall 2021 semester for faculty and staff members only! If you have any questions to reach out to Richie Provaznik at rprovaznik@lindenwood.edu or extension 2568.

The Library is Here to Help!

As the semester begins, the library is here to help both faculty and students.

Librarians can help students learn about the research process and the how to use our resources to succeed. We can come to class virtually or in-person for a library instruction covering the topics of your choice. **Request one today!**

We are also happy to help support your courses! If there are books or other materials you would like to see added to our collection, please use our [Faculty Request form](#).

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**HAVE A STORY YOU'D
LIKE TO SHARE OR AN
EVENT YOU'D LIKE TO
PROMOTE?**

SUBMIT IT!



SUBMIT TO THE DIGEST

To have your listing appear in the Digest, please fill out the [Project Request Form](#) (be sure to choose "Communications and Public Relations" for type of request) by 5 p.m. on Mondays. The Digest is sent every Wednesday. Submissions for the same story can be made every four weeks. All entries to the Digest are subject to editing prior to running.

[MORE INFORMATION](#)

Q2 MOMENTS

We have so many people living out the Q2 culture of Service Excellence this summer, here are just a few examples!

"I call Amy Goellner quite frequently for assistance with hiring adjunct faculty and student employees. She consistently goes above and beyond answering my questions by offering to "take the lead" or complete tasks that make the process faster and more efficient. She is always so patient and kind (even when I call and ask a question I know I have asked



before). She is an excellent team player and very collegial. We are all very lucky to have her as a part of the Lindenwood community. Thank you Amy!”

“Maureen Green was very helpful in collaboration, structure, and design of the newest advising degree checklists for the College of Science, Technology, and Health. With the help of documents provided and input on design, the Mathematical, Computer, and Natural Sciences side of the College was able to closely match the design layout with the social and behavioral sciences side of the College. This gave the advising documents a more unified look. Her teamwork and help was very helpful! Additionally, “Alison Albee was a huge help in completing the new advising degree checklists for faculty to help guide students. Alison helped come up with a good design, valuable information, and even piloted the use of them before releasing them to the rest the faculty and staff in the College of Science, Technology, & Health. She was wonderful to collaborate with during this process.”

Keep up the incredible service and teamwork!

-Q2 Team

[Submit Your Q2 Moment](#)



August Staff Administrator Development Sessions

The staff administrator 1 & 2 sessions are canceled this month due to schedule conflicts with student move-in days. Remember to add the September – December sessions to your schedule and calendar.

- This is an online event. [**Registration Staff Admin 1**](#)
- This is an online event. [**Registration Staff Admin 2**](#)

Staff Performance Evaluation

Annual Evaluation Cycle for Staff							
Evaluation Cycle Begins	Complete Annual Goals	Enter Evidence and Comments	Complete Self-Eval	Complete 360 Eval (tentative)	Complete Final Eval	Confirm Final Eval	Empl Recor tion t
September 1	September 15	September 1 – July 15	May 1 – July 15	June 15 – July 1	July 16 – August 15	August 31	Novem

Dates to remember:

- Final evaluations were due on **August 15**
- Goals for 21-22 cycle should be entered by staff from **September 1 - 15**

LindenCircle – Understanding Tracking Items and Response to Risk Data

August 19, 10 – 11 a.m.

LindenCircle is a web-based success and advising tool that improves the way we support student success at Lindenwood University. Students, faculty and staff can manually raise alerts or flags during times when additional attention and support may be needed. Faculty and staff can lead students to support services using referrals and to-do's. Student success is a moving target and students need different kinds of encouragement and support at different times. LindenCircle will engage students by helping them be informed and prompting them to act when necessary. In this session, the LindenCircle focus will be on raising flags and the communication flow associated with those flags. Please

Culture Connection: Diving Into LU's Culture for New Employees

August 19, 9:30 – 10:30 a.m.

Welcome to Lindenwood University! We would like to invite employees hired from December 2020 – August 2021 to participate in the Professional Learning Community (PLC) for new hires where we will explore Lindenwood's mission, values, and culture of Q2 service excellence and learn how to apply them to your daily work. Culture Connection is a 6-week PLC hosted by the Learning Academy. You will learn where we have been, where we are going, and what it looks like to be an employee at Lindenwood University. You will hear from university leaders and Q2 Champions throughout these 6 sessions.

join us for a live training session to see what LindenCircle has to offer and how you can use it during the 21-22 academic year.

[Register](#)

[Register](#)

Respondus Workshop

August 19, 1 – 1:30 p.m.

The Respondus training will provide a broad overview of the Respondus Lockdown Browser and Respondus Monitor. Topics covered will include:

- Adding LockDown to the Course Navigation
- Using these tools for Canvas quizzes
- Adjusting the settings for these tools
- Using Respondus with third party applications (ie Cengage)
- Accessing and reviewing reports
- Preparing students to use these tools

[Register](#)

Open OWL/BB Labs: Get Help Using the Classroom Recording Technology

August 19 and 20, 9 – 11 a.m.

Registration: N/A

Location: LARC 124

Learn to record and stream your lectures through Canvas Conferences (BigBlueButton). This training will cover: setting up a Conference, uploading a presentation, sharing your screen, and managing settings. We'll also show you how to turn on the OWL webcam and microphone when teaching from a classroom on-campus.



SUMMER HOURS

LARC/LIBRARY SERVICES

- Monday - Thursday: 8 a.m. - 6 p.m.
- Friday: 8 a.m. - 5 p.m.
- Saturday: 10 a.m. - 2 p.m.
- Sunday: 2 - 6 p.m.

EVANS COMMONS REC CENTER

- Monday - Friday: 7 a.m. - 5 p.m.
- Saturday and Sunday: 10 a.m. - 3 p.m.

STARBUCKS

- Closed for the summer

Opening Aug. 22!

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