

LINDENWOOD
UNIVERSITY

DIGEST
EMPLOYEE NEWSLETTER



September 22, 2021

CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO YOUR INBOX.

GOOD MORNING

LINDENWOOD LIONS!

Join the **Community of Practice for Critical Thinking!**

To launch the Year of Analytical Thinking and as part of the **Three-Year Roadmap for General Education Assessment**, the Office of Institutional Effectiveness seeks participants from across our campus (faculty and staff) to join a **Community of Practice for Critical Thinking, ILO 2.3**.

The Community of Practice for Critical Thinking will:

LATEST NEWS

Be in the know!

[Read Campus News](#)

REMINDERS

Never miss a deadline!

- **Nominate** an outstanding staff member for a **Recognition Award**

1. Test a newly developed rubric for assessing Critical Thinking.
2. Gather insights on alignment of ILO 2.3 to new Graduate Attribute, Analytical Thinker.
3. Carry out norm, scoring, and calibration for a sample of student learning artifacts.
4. Close the loop by reviewing assessment findings for actionable insight.

The Community of Practice will meet twice (virtually). Participants will spend approximately 4 hours during the Fall semester (including meetings) to carry out this work. Participants will receive a Certificate of University Service for this contribution, and they will be named on the General Education Assessment Report for Fall 2021.

If you are interested in joining this Community of Practice or if you have questions, please contact **Robyne Elder**, director of general education assessment, by September 30. To learn more about Lindenwood's Communities of Practice approach to assessment, **[click here](#)**.

STAY CONNECTED

[Join LindenConnect](#)



VOLUNTEER OPPORTUNITIES

- **October 9** - Drivers needed at 10 a.m. for the homecoming parade. Contact **[Amanda Hyde](#)**



Get Your Flu Shot!

Get your flu shot! BJC is offering a free flu shot clinic in St. Peters on Friday, October 8.

Registration is required.

Employees can earn wellness points for a flu shot, too! Submit proof as a Preventative Exam in HealthCheck360.

FSA Benefits Update!

On Friday, September 10, the IRS released additional information that identifies at-home-testing for COVID-19 eligible for reimbursement under Flexible Spending Account benefits. Personal protective equipment, including masks, hand sanitizer, and sanitizing wipes. Those enrolled can purchase these items with your P&A benefits card or submit a claim form for reimbursement.



Employee Donor Stories Call For Submission

We are excited to feature a special section on our faculty and staff members who donate to support Lindenwood students in our fall Lindenwood Magazine.

If you wish to be included, please fill out [this form](#) which asks the question "why do you donate to support Lindenwood students?" by the end of the business day Friday, September 24.

Note, we will try to include all submissions, but may be limited based on the number of responses we receive and space considerations.

Free Lunch Fridays begin this week!



Join your colleagues this week for our first Free Lunch Friday!

Lunch is available for all employees from 10 a.m. - 2 p.m. in the Evans Commons or Spellmann dining halls. GrubHub orders are available at Spellmann and can be ordered through the [GrubHub app](#) or the kiosk at the dining hall.

For more information about locations, times, and how Free Lunch Fridays work, visit our [FAQ page](#).

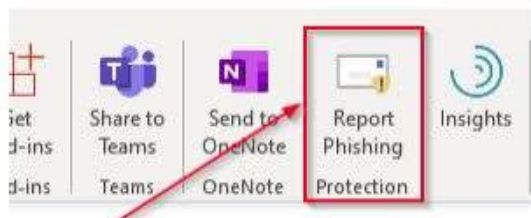
Career and Internship Fair

Lindenwood University's Center for Experiential Learning is hosting the annual Career and Internship Fair on September 23 from 2-5 p.m. on the Evans Commons courts. Please encourage students to attend. Faculty and staff are welcome to join.

Enhanced Phishing Email Reporting Feature

The Lindenwood Information Technology department has rolled out a new feature to make reporting suspicious emails easy.

A new “Report Phishing” button has been added to the outlook client. Once clicked, the currently selected email will be marked as suspicious and will be evaluated by our security team.



Or in a web browser:



For additional information regarding this new feature, please follow these links:

- [Lindenwood University - Phish Bowl](#)
 - [How to protect against phishing attacks](#)
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Microsoft Antivirus Upgrade

Lindenwood IT will be upgrading to Microsoft Defender Antivirus. This will require the removal of the existing Trend antivirus client. This upgrade will require a restart of your computer after installation. Please allow this restart to happen as soon as possible. The upgrade is available now and must be completed no later than Friday, October 1st. Thank you for your assistance with this security upgrade.

Mind Over Matter, Strategies to Help Combat the Coronavirus Blues

Federal Emergency Management Agency is hosting a free, 1-hour webinar on Thursday, September 23 from 11 a.m. - 12 p.m.

You may already be encountering conversations about mental health and wellness, especially when it comes to COVID-19. This can be a challenge for students, faculty, staff, administrators and guests.

This webinar is based on a resource guide developed by a joint COVID Schools Task Force of professionals from the Federal Emergency Management Agency and the U.S. Department of Health and Human Services, Assistant Secretary for Preparedness and Response, specifically targeted to college and university populations.

[Register](#)



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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

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

SUBMIT IT!

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

A colleague recognized Tim Crutchley and Diane Moore from the division of operations. "Diane and Tim showed one of the ultimate Q2 moments by volunteering to grill lunch for the employees, students, and families for move-in. They did so with great attitudes and made an effort to chat with everyone who came through the line. It was incredibly hot and humid, but you would never know by the way Diane and Tim handled it." Diane and Tim, thank you for serving our community in this way, we are incredibly grateful for your altruism.



-Q2 Team

Submit Your Q2 Moment



FALL SEMESTER HOURS

LARC/LIBRARY SERVICES

- Monday - Thursday: 8 a.m. - 10 p.m.
- Friday: 8 a.m. - 5 p.m.
- Saturday: 10 a.m. - 3 p.m.
- Sunday: 2 - 10 p.m.

EVANS COMMONS REC CENTER

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

LU BOX OFFICE

- Tuesday-Friday: 12 - 4 p.m.
- Saturday: 10 a.m. - 2 p.m.
- Sunday-Monday: Closed

STARBUCKS

- Monday - Friday: 7:30 a.m. - 5 p.m.
- Saturday: Closed
- Sunday: 2 - 9 p.m.

