



LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY

Happy New Year



**LU Offices are closed on
Monday, January 16
to celebrate the
Martin Luther King, Jr.
holiday.**

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RETREAT IN THE NEW YEAR!

Empowering Teams to Look Ahead

Last semester, the Learning Academy hosted its inaugural cohort of The Employee Management Certification Program for new staff managers. Utilizing material from the program, Nathan Watson, Assistant Vice President for Global Strategic Enrollment Management, led his team through a development focused retreat designed to foster camaraderie, strengthen teamwork skills, and enhance collaboration to design a united leadership vision guiding the upcoming year. They spent the day planning, conversing, and learning about each other while having good fun and delicious donuts! As you can see from the picture, professional retreats can be informative, energizing and a lot of fun!



Work related retreats can also be a strategic way for teams to regroup, re-energize, and plan for a future where everyone has input as a stakeholder. The Lindenwood Learning Academy can help you plan a retreat that will meet your goals and help your team assess the partnership it has with others across campus that can help make them

more successful. Here are a few ideas that you can borrow and use for your team's next retreat.

Retreat Rules

Start by sharing your expectations during the retreat. For example, a great way to stay focused on the agenda is the no cell phones, no computer rule. This way, participants won't be tempted to check and respond to messages. It will help them focus and not be quite as overwhelmed each time a new email pops up on the screen.



Assessments

Clifton's Strengths Finder and the [16Personalities](#) assessment both help employees learn more about themselves as individuals and how they work best with others. By acknowledging individuals' strengths and personalities and sharing

them with the team, all can learn how to work together more effectively. And as a supervisor, you can figure out how to better utilize the individual members of the team to achieve collective goals. You will also learn who pairs better with whom on projects and which team member is better suited for specific projects. It's also a lot of fun to learn about the people you work with every day. According to Gallup, the global employee engagement trends are still lower than they were pre-pandemic. Based on the data, this is a great way to build cohesion and camaraderie within teams.

Personal Values

Personal values guide intentions and influence how you lead and how each member will lead within the team. Consider leading a discussion on personal values and list the top values the group agrees upon. This exercise will help to ensure your team values similar characteristics and qualities, which, in turn, helps the team maintain solidarity. Brene Brown said we



must go further than professing our values, we must practice them. Using Brown's work, you could also have your team determine their personal values using her [list of values](#) and a [personal values log](#).

Goals for the future

Another way to build a strong team is to get input about future goals. Your strategic and operational goals will be set by the University, but your team can have input in how to achieve those goals and/or adding to those goals. Working together to have a unified vision of the upcoming year and even assigning specific responsibilities/objectives to individuals within your team is an excellent way to ensure everyone is united in moving forward toward the same goals.

Philosophy for Leadership

As a leader, it is important your team understands your leadership philosophy. Discuss your philosophy with your team and get their thoughts and input. Make sure all of you are in concert as you move forward and that your team understands your expectations and priorities. Consider having your team write their own leadership philosophy, using the tips from [Halstead and LeBoeuf](#).



Collaborate with another team

If there is another college, department, etc. your team interacts with and relies on routinely, think about having a portion of your retreat dedicated to the two units to get to know each other and figure out how to better work together toward common goals.

In addition to the links above, what resources does the Learning Academy have to help you with your retreat?

- Space! You can reserve LARC 009 to hold a ½ day retreat.

- Ideas! You can consult with Learning Academy staff on ideas for ice breakers and other development exercises for your team. We can help you plan and organize your retreat to ensure you meet the intended goals.
- Post retreat survey! We can help you develop a survey to gather feedback from your team to guide you in the planning of your next team development session.

Who is sure of their motives can in confidence advance or retreat.

--Johann Wolfgang von Goethe

Employee Management Certificate Program

The Inaugural Class

The Lindenwood Learning Academy hosted its inaugural cohort of The Employee Management Certification Program for new staff managers. Participants committed to a six-week training course that provided resources, tools and a community for new managers.

This course will be offered again during the Spring 2023 semester. Email the [Lindenwood Learning Academy](#) to learn more about this exciting new course or go to the [Employee Management Certificate Program](#) page in the Learning Academy calendar to register.

Please congratulate our colleagues on successfully completing this exciting new program!



Back row, left to right: Tom Falls, Tim McNamee, Andrew Gai, Corey Tyberendt, Jeremy Keye, Charles Green, Katie Zingg, Nathan Watson

Front row, left to right: Tina Osterwisch, Brittany Brown, Jen Edler, Julie Ingoldsby, Betsy Melick, Carrie Rachal, Monica Seiter, Amanda Price, Donnie Wieland

President Porter Leads Leadership Development Training



President Porter attended the December Leadership Development training and spoke about business strategy and how it can be applied in the staff manager role. Dr. Porter also discussed assessing future initiatives, including how to determine if an opportunity will be profitable

into the future. The Lindenwood Learning Academy would like to thank Dr. Porter for taking the time to prepare and present this excellent training.



Spring RISE and Graduate Attribute

Workshop Preview

The RISE and Graduate Attribute teams have put together a wide variety of workshop offerings for the Spring 2023 semester. Most workshops will be offered twice (once in person, and once online via Teams).

To learn more about these workshop offerings and register to attend, visit the [Learning Academy calendar](#).

January

- ***Making Course Materials Accessible***: Wednesday 1/18, Tuesday 1/24
- ***Engaging Discussions in Asynchronous Courses***: Tuesday 1/17
- ***Scaffolding Strategies***: Wednesday 1/25, Wednesday 2/1

February

- ***Designing Discussions for Authentic Engagement***: Tuesday 2/7, Wednesday 2/15
- ***Enhancing Cognitive Complexity in CLOs and Assessments***: Wednesday 2/8, Tuesday 2/21
- ***Signature Assessments [for Graduate Attributes]***: Thursday 2/16
- ***The Power of Design: Increasing Student Engagement through the***
- ***Visual Design of Course Materials***: Tuesday 2/28

March

- ***Mid-Semester Support Workshop***: Tuesday 3/14
- ***Remember, remember! Retrieval Practice Strategies***: Wednesday 3/15, Tuesday 3/21
- ***Offering Students Meaningful Feedback***: Wednesday 3/22, Thursday 3/30
- ***Using Multiple Choice Reading Quizzes to Increase Support and Engagement***: Tuesday 3/28

April

- ***Equity in Assessment Roundtable***: Thursday 4/6
- ***Curriculum Mapping***: Wednesday 4/5
- ***UDL: What It Is, Why It Matters, and How to Use It in Higher Education***: Wednesday 4/19

Resources for Addressing ChatGPT in Your Spring 2023 Courses



ChatGPT is a "dialogue" chatbot offered by OpenAI that can respond to questions and prompts with fairly sophisticated text. The launch of ChatGPT has caused a stir in the higher education community, as faculty worry that ChatGPT will make it difficult—or perhaps even impossible—to tell if students have actually composed their own essays and writing assignments, or simply submitted the prompt to ChatGPT and copied its response. Fears about the possibility of ensuring academic integrity from our students has led to pieces with dire titles such as "[The College Essay is Dead](#)" from *the Atlantic*.

Worrying about plagiarism in light of the launch of ChatGPT is perfectly justified, and it is likely that college instructors will have to make major shifts in their approach to writing assignments in the future because of this tool. A collection of articles on ChatGPT and some resources for addressing ChatGPT in your courses are linked below, but I would like to highlight two pieces of advice:

- 1) Talk about ChatGPT with your students. Set clear expectations for academic integrity and how that relates to the use of ChatGPT.
- 2) Include the writing and research process in your assessment of major writing projects. It is much more difficult for students to rely on ChatGPT to produce an essay if you are assessing the process and well as the finished product.

If you have concerns about a student's work, please keep in mind that you can ask students to meet with you for an oral discussion of their work and their process. Such discussions will help to ensure that students have met learning objectives.

The Learning Academy can offer support in addressing ChatGPT— please email Betsy Melick at emelick@lindenwood.edu to schedule a meeting.

Articles on ChatGPT

[A.I. Could Be Great for College Essays](#) by Daniel Lametti

[New Bot ChatGPT Will Force Colleges to Get Creative to Prevent Cheating, Experts Say](#) by Kalhan Rosenblatt (NBC)

Resources

[ChatGPT and the Rise of AI Writers: How Should Higher Education Respond?](#) by Nancy Gleason

[ChatGPT: Understanding the New Landscape and Short-Term Solutions](#) by Cynthia Alby

Teach Excellence & Innovation Grant

Applications due **JANUARY 20**

Click on this picture for
more information about the
grant and the
application procedure.



Graduate Attribute Spotlight

This feature will focus on faculty or staff members each month that are aligning the graduate attributes to courses, programs, or departments or providing evidence using signature assignments.



Sue Edele



Liz MacDonald

January focuses on Sue Edele, Associate Professor of English, and Liz MacDonald, Director of Library Services, and chairs of the Co-Curricular Graduate Attribute Alignment and Assessment Committee, and their work with the Graduate Attribute, Effective Communicator. During our Community of Practice for Written Communication, Sue and Liz were integral members providing insights on student artifacts and developing our [**Focused Learning Improvement Project \(FLIP\)**](#). They developed the first FLIP for our communities of practice and involved embedded courses with a research librarian and writing center specialist to offer enhanced support. Starting in 2021, our Community of Practice for Written Communication has been able to gather artifacts from embedded courses and examine data for notable themes. Students' improvement in context and purpose (Criterion 1) and sources and evidence (Criterion 4) were common themes from the [**Fall 2021 General Education Assessment Report**](#). This year we launched The Year of the Effective Communicator as artifacts were examined from embedded courses at the 100-200 level, as well as upper division courses. The community also used a control variable by having a small number of artifacts from non-embedded courses. Data continued to show strong results and a common theme of well-written papers, with clear purpose, content development, and proper use of sources and evidence. Sue and Liz work with many instructors on their courses in order to improve student writing skills so they can become effective communicators. Keys for them, and the writing center and library services, is the instructor chooses the type of support and how involved they want the support staff to be in the class, that this is the instructor's course and the writing center specialist and research librarian are there for support, and that the data shows the support received from embedded courses makes a difference in student research and writing successes.

All faculty, instructors, and staff are welcome to examine the [**Fall 2022 Student Learning and General Education Assessment Report**](#) to learn more about the results discussed regarding embedded courses and contact Sue and Liz for writing center and library support in their courses and departments to encourage stronger effective communication skills! Thank you, Sue and Liz!

General Education & Graduate Attribute Assessment | Lindenwood University



The Office of First-Year Programs and the Center for Engaged Learning are happy to announce a new professional development resource for Lindenwood faculty and staff. Go2Knowledge (Go2K) is a turnkey online professional development solution, which

includes 150+ live webinars and 350+ pre-selected, on-demand webinars. In addition to webinars there are several micro-credentialing opportunities through the platform. Topics include: “Recognizing and Supporting Mental Health Issues on Campus,” “10 Creative Online Assignment Ideas That Promote Critical Thinking, Engagement, and Deep Learning”, and “6 Tips to Help First-Year Students Successfully Transition to College.”

We encourage all faculty and staff to use the following link to access the Go2K experience. Register your free account and enjoy what this platform has to offer. <https://www.go2knowledge.com/lindenwood>

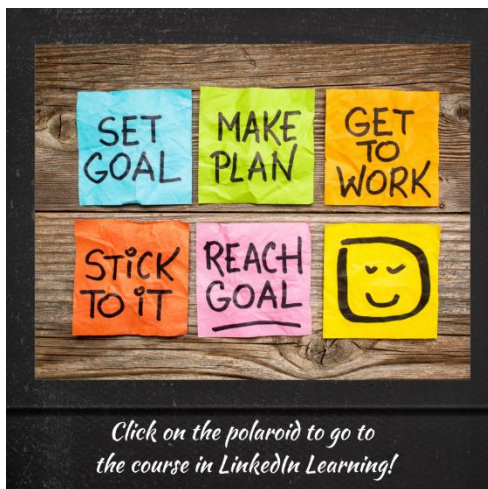
Go2K is product produced by the company Innovative Educators. Lindenwood University currently utilizes several platforms from Innovative Educators that include:

- **Go2Orientation** - Go2Orientation is a fully-hosted online orientation solution for new students and specific populations that allows us to create engaging content, track individual student progress, and deliver a dynamic onboarding experience.
- **StudentLingo** - StudentLingo is a fully-hosted series of 50 online student success workshops designed to support student learning, personal growth, and health & wellness. Topics include: Time Management, Stress Management, Study Skills, How To Take Tests Online and more. All 50 workshops are closed captioned in English & Spanish, include resources & activities, and have certificates of completion.

- **TutorLingo** - TutorLingo is a package of 9 tutor training videos, developed in partnership with the College Reading & Learning Association (CRLA), and can be used in a variety of ways to train tutors in a consistent & timely manner.

For more information about First-Year Programs and access links to Go2Orientation, StudentLingo, and Go2Knowledge visit our webpage: <https://www.lindenwood.edu/academics/support-resources/first-year-programs/>

We would love to know your thoughts on your experience with the Go2K platform. Please email [Justin Barton](mailto:Justin.Barton@lindenwood.edu), Director of First-Year Programs with your feedback, questions, or comments.



LinkedIn Learning:

How To Set Goals When Everything Feels Like A Priority

Sometimes it can feel like you're working on everyone's else's to-do list instead of your own. How can you make space for accomplishing the goals that are important to you? Join best-selling business author and consultant Dorie Clark as she shares practical advice on how to prioritize effectively so that you can get meaningful things done.

Dorie shares techniques that you can leverage to get clarity on what to prioritize, as well as how to take action when you find yourself unsure of your next steps. She explores well-known frameworks, including the

Eisenhower matrix and the Pareto principle, that can help you become more effective. Along the way, she shares how to find the motivation to get yourself going, maintain your momentum, and make it all the way to your goal.



Universal Design of Inclusion



Date: January 20
Time: 12-1 p.m.
Location: Online



Foundations of Investing

Date: January 24
Time: 12-1 p.m.
Location: Online

Building your investor IQ starts with understanding the basics. Whether

The presenter will discuss their research on a universal model of inclusion. The model may be used in policy design, strategic planning, etc.

Dr. Mindy Andino and Dr. Carolyn Reid-Brown are the session presenter.

REGISTER

you are new to investing or need a refresher, this presentation discusses the importance of developing a strategy, the impact of asset allocation and the influence of inflation on your long-term goals. Presented by Megan Reineke, Financial Advisor, Edward Jones.

REGISTER



Culture Connection Cohort 6

Week One: Excellence

Date: January 26

Time: 9-10:30 a.m.

Location: Lindenwood Learning
Academy, LARC 009

Welcome to Lindenwood
University! We would like to invite
you and encourage your



participation 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.

Click on the image to the right to register for the class.

Anthology Advisor Training & Question/Answer Session

Date: January 23

Time: 10:30 a.m. -12 p.m. & 1:30-3 p.m.

Location: Dunseth Auditorium & Online

Now that the university will have been working in Anthology for over a month, this session will provide an opportunity for faculty and professional advisors to meet and discuss Anthology Student. Each session will open with a brief presentation about new features within Anthology. Following the short presentation, the remainder of each session will be for attendees to ask questions and receive real-time

Adult Heartsaver CPR AED First Aid

Date: January 19

Time: 1-4 p.m.

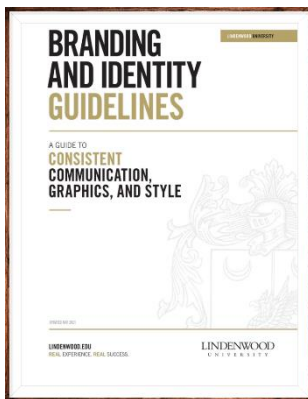
Location: Room 109, Lindenwood
Cultural Center

This training is open to Lindenwood University faculty, staff and students only. The cost to receive certification through this session is \$20 per person. If you are a LU staff that is required to take this class with the University paying the fee, go to the **Lindenwood Enrollware** site and click the "Continue with Registration" button at the bottom of the page. Enter "LUemployee" as the promo code. Please note that you need to register for the course with the Lindenwood Learning Academy on this site AND in the Lindenwood Enrollware site. **Click**

support. **Click on the image below to register for the class.**



on the image below to register for the class.



LU Brand Guidelines Overview

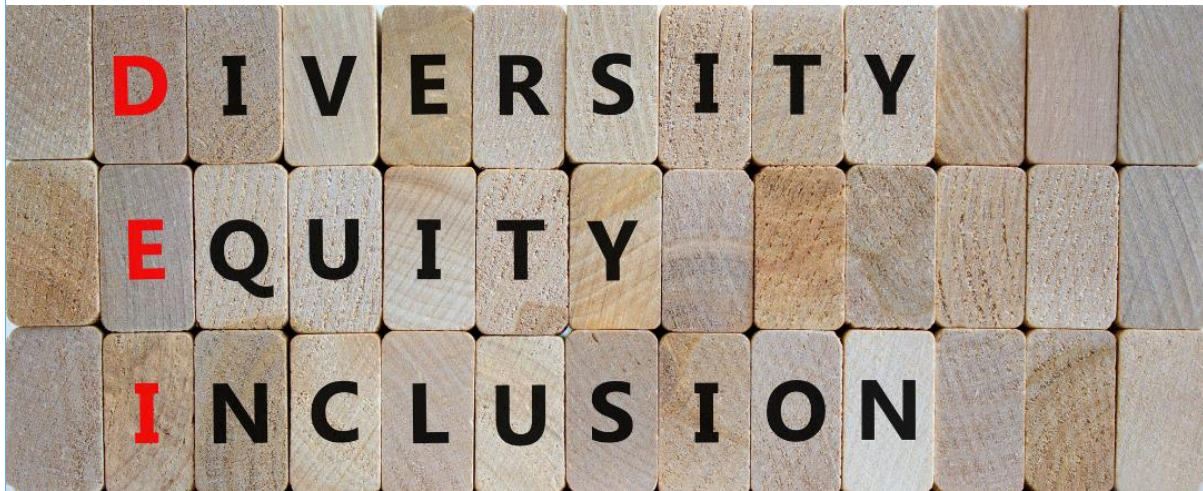
Date: January 18 & 31

Time: 1-2 p.m. & 10-11 a.m.

Location: Online

Employees are invited to join a virtual info session that will serve as an overview of the University Brand Guidelines and orientation to campus resources. These guidelines are geared toward making it easier for those who work with branded material across campus to successfully implement Lindenwood's most up-to-date branding, and the resources will help you achieve your goals.

Click on the image above to register for the course.



CDI - Spiritual Religious Bias

Date: January 24

Time: 12-1:30 p.m.

Location: Lindenwood Learning
Academy, LARC 009

This interactive foundational training session will help the training participants develop an awareness of how spiritual/religious bias can impact those around them who practice different spiritualities or religions. Training participants will discover campus resources and strategies to apply what they learned to their environment in order to identify and challenge their own spiritual/religious bias. **Click on the image above to register for the session.**

CDI- Safe Zone 1.0

Date: January 26

Time: 1-3 p.m.

Location: Lindenwood Learning
Academy, LARC 009

This interactive training session will help participants learn how to support and advocate for LGBTQ+ students, faculty, and staff. Participants will examine LGBTQ+ identities, genders, and sexualities. Training participants will discover campus resources as well as strategies to apply what they learned to their environment. **Click on the Safe Zone image above to register for the session.**

Courageous Conversations *Identifying Our Blind Spots*

Date: January 19

Time: 2–3:30 p.m.

Location: Center for Diversity & Inclusion, Spellmann Center 3085

“Courageous Conversations” is a facilitated conversation for faculty and staff to have an open dialogue about topics that impact real career and life experiences. We will discuss challenges, opportunities and successes related to a variety of things from which we can learn from each other, become more empathetic, and identify actionable ways to create a more inclusive environment for our entire campus community.

Please come prepared to have an engaging and productive conversation.

REGISTER

Submit More Q2 Moments:

A New Year's Resolution



The beginning of a New Year is a great time to make a choice to acknowledge those colleagues who embody the Lindenwood Q2 ideals of service excellence on a daily basis by submitting a Q2 Moment.

Click the image to the left to submit a Q2 Moment now!

My New Year Resolutions

1. Submit a Q2 Moment every month
2. Take more Learning Academy classes
3. Explore LinkedIn Learning classes
4. Refresh my Q2 knowledge & skills
5. Attend the HLC workshops
6. Bring cookies to Learning Academy every week
7. Read the Learning Log every month
8. Submit professional development items to performance evaluation monthly
9. Take all the CDI courses
10. Figure out the air speed velocity of an unladen swallow (just in case)

"Your present circumstances don't determine where you can go. They merely determine where you start." — Nido Qubein

[Visit our Website](#)

Lindenwood Learning Academy

LARC 009

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