

LINDENWOOD  
UNIVERSITY  
—  
DIGEST  
EMPLOYEE NEWSLETTER

Today's Headlines

August 7, 2020

**In Case You Missed it**

Take a peek at what President Porter has been up to on campus!

"It has been a long summer all by myself on campus, but I hope this video gives you a peek at some of the work I'm doing to prepare for fall."



## Seeking Participants for the Virtual Student Organization Fair!

Calling all student organization advisors and campus departments! This year's Student Organization Fair, Involvapalooza will take place virtually all day Aug. 26 exclusively on the Student Involvement Facebook page, @LUGetInvolved. We'd love to see a variety of organizations and departments represented!

If you're a student organization advisor, please encourage students to apply to through the [sign-up form](#) today! If you're not an advisor but would like to have your department highlighted, you are welcome to apply using the same [sign-up form](#). Please note, we are asking for participating organizations and departments to submit a short video we can use during the event so get creative! Sign-ups close on Aug. 24 at 11:59 p.m. If you have any questions, please contact Carynn Smith at [csmith2@lindenwood.edu](mailto:csmith2@lindenwood.edu).

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## Presenters needed! Virtual Leadership Series Fall 2020

Student Involvement is looking for presenters for the Fall 2020 Virtual Leadership Series! Please note the following changes will take place for the upcoming semester:

All workshops will be held virtually via Zoom.

As a result of the switch to a virtual format, workshops will be held every other Tuesday from 4 to 5 p.m. Dates for fall 2020 are below:

- Sept. 1
- Sept. 15
- Sept. 29
- Oct. 13
- Oct. 27
- Nov. 10

If you are interested in hosting a workshop this semester, please email [Pamela Avila](#), your preferred date and topic by Friday, Aug. 14. Past presentation topics have included leadership types, StrengthsQuest, positivity, event planning for leaders, and more! Please feel free to be as creative as you like! These are helpful for students to gain valuable leadership skills, but also meet requirements for the Elevate Leadership Certification and student organization tier requirements. Any additional questions can be directed to Pamela Avila, Coordinator for Leadership Development and Commuter Programming.

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## How to Add Your Pronouns in Canvas Refresher #LionsUnited

Greetings LU Community! Just a quick refresher on how to add your pronouns in [Canvas](#). Here's how: Account > Settings > Edit Settings > Pronouns > Select Pronouns > Update Settings. We thank you in advance, and if there are questions about this process, please contact Jennifer Spellazza, [jspellazza@lindenwood.edu](mailto:jspellazza@lindenwood.edu) #LionsUnited

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## TIAA Virtual Meetings Available

Employees can meet with a TIAA financial consultant virtually.

No matter where you are in life, getting started or planning for retirement, a session with Lara Mayhew can help you create a unique plan for your goals. And, it's at no additional cost as a part of your retirement plan. Lara will be offering virtual meetings on Sunday, Sept. 27, 2020.

Please see the [flier](#) for instructions on how to book a session.

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## Roaring Return - The Plan to Reopen Campus

With Lindenwood University's announcement regarding the Roaring Return to campus this fall, we are prepared and ready to welcome our community. Departments campus-wide have worked together to implement innovative strategies and wellness protocols to keep our campus safe and help Protect the Pride. Every member of the Lindenwood community – students, faculty, and staff – plays an important role in making this Roaring Return a success.

[View the plan to reopen campus](#)

[View the university safety protocols](#)



To facilitate a successful fall semester, modifications to our fall academic calendar are necessary. Fall Break has been integrated into the Thanksgiving holiday break to reduce the need for travel away from campus. Accordingly, after Nov. 20, all courses will be held in a virtual-only format so students may remain home after Thanksgiving. Campus residences and dining will remain open and available for those who wish to return to campus for the duration of the semester; however, there will be no in-person class meetings after Nov. 20.

Fall classes will be offered in a hybrid in-person/virtual format to align with physical distancing and room capacity guidelines. We have installed [upgraded technology](#) and added protective barriers in every classroom to support a safe classroom experience for students and faculty. Academic Affairs is reviewing the course schedule and making necessary modifications.



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LEARNING ACADEMY

## **Last-Minute Opportunities for Learning!**

Dear Faculty,

As summer winds down and you continue to build out your online or hybrid courses for the fall 2020 semester, there are many resources to support your “just-in-time” learning needs. Please explore this list of on-demand resources and synchronous learning opportunities and, as always, contact me with any questions you might have.

Kristen Norwood, Director of Faculty Development, Lindenwood Learning Academy

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### **Special Events**

#### **Adjunct Conference 2020: Our New Virtual Reality - Virtual**

Aug. 15, 8 a.m. – Noon

See the [agenda here](#) and [register here](#)!

This year’s conference will include welcomes from the president and provost, information from HR for new adjuncts, adjunct faculty recognition, a keynote address from this year’s Adjunct Faculty of the Year award winner, several learning sessions relevant to online and hybrid teaching, and school meetings. Please join us if you are a part-time faculty member!

#### **Learning Academy SOS Session - Virtual**

As you finish your course preparation for the Fall 2020 semester, you may have some last-minute questions about online or hybrid teaching and learning. How could I make my online content delivery more interactive? Is there a way to put the students who've joined virtually into small groups during my on-ground sessions? What ideas are there for making better use of discussion boards? How do I guard against academic dishonesty in online assessments?

First, submit your questions via anonymous survey [here](#) or via email to [learningacademy@lindenwood.edu](mailto:learningacademy@lindenwood.edu). Please submit questions by Aug. 18 at noon.

Then, register for the SOS Session, [Aug. 20, 9:30-10:30 a.m.](#), to see if your question is discussed and to get ideas about various teaching topics about which other faculty have asked. Questions chosen for discussion will be those that are either commonly asked, have broad relevance, or focus on a particularly challenging situation for which the Learning Academy - or others - can offer ideas to support.

## **Synchronous Training Sessions**

### **Teaching with Big Blue Button using OWL - On Campus**

[Aug. 12, 9-9:30 a.m.](#)

[Aug. 13, 1-1:30 p.m.](#) .

### **Teaching with Big Blue Button using OWL – Virtual**

[Aug. 12, 1-1:30 p.m.](#)

[Aug. 13, 9-9:30 a.m.](#)

[Aug. 17, 11-11:30 a.m.](#)

[Aug. 19, 11-11:30 a.m.](#)

### **Hands-on Experience with OWL/BBB in a Classroom – On Campus**

[Aug. 12, 1-3 p.m.](#) (multiple 15-minute sessions scheduled during this time)

[Aug. 13, 8 a.m. – 12 p.m.](#) (multiple 15-minute sessions schedule during this time)

### **Canvas Basics Refresher - Virtual**

[Aug. 17, 9-9:30 a.m.](#)

[Aug. 19, 9-9:30 a.m.](#)

### **Simplified Plagiarism Detection Using Turnitin’s New Framework – Virtual**

[Aug. 17, 10:00-10:30 a.m.](#)

[Aug. 19, 10-10:30 a.m.](#)

### **New Retention Management System – LindenCircle - Virtual**

[Aug. 17, 10-11 a.m.](#)

[Aug. 20, 10:30-11 a.m.](#)

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## **Materials from Recent Learning Academy Workshops**

The Learning Academy has recently offered virtual workshops on:

- Strategies for Designing an Online or Hybrid Course
- Tips for Organizing an Online Course
- Designing Assessments for Online Courses
- Engaging Students in Online or Hybrid Courses

Recordings of these sessions as well as the session PowerPoints (which include links to resources) can be found in [this SharePoint](#) (all faculty should have access if connected to the Lindenwood system).

If you have follow-up questions after viewing these materials, please contact [Kristen Norwood](#).

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## Individual Consultations

In Fall 2020, the Learning Academy is will continue to pilot a program to extend our support faculty who need or desire one-on-one consultations as they design, build, and deliver online / hybrid courses. Individual consultations are available with either the Director of Faculty Development or with a Faculty Consultant for Online Teaching. Find out more about consultations [here](#) or submit a request [here](#).

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## Learning Academy / Faculty Consultants Office Hours

During the next two weeks, the Director of Faculty Development will hold virtual office hours for faculty who want to “drop-in” to ask questions, generate ideas, or get feedback. In addition, several of the Learning Academy Faculty Consultants will hold office hours during the week of Aug. 17.

Below, find the times and links for office hours already scheduled, and stay tuned to the Digest for more offerings from faculty consultants:

### LLA Office Hours

[Monday, Aug. 10, 9:30-10:30 a.m. via Teams \(with Kristen Norwood\)](#)

[Tuesday, Aug. 11, 1:00-2:00 p.m. via Teams](#) (with Kristen Norwood)

[Wednesday, Aug. 12, 10:00-11:00 a.m. via Teams](#) (with Kristen Norwood)

[Thursday, Aug. 13, 2:00-3:00 p.m. via Teams](#) (with Kristen Norwood)

[Friday, Aug. 14, 10:30-11:30 a.m. via Teams](#) (with Kristen Norwood)  
[Monday, Aug. 17, 9:00-10:00 a.m. via Zoom](#) (with Colleen Biri)  
[Monday, Aug. 17, 10:00-11:00 a.m. via Teams](#) (with James Hutson)  
[Tuesday, Aug. 18, 12:00-1:00 p.m. via Teams](#) (with Kristen Norwood)  
[Wednesday, Aug. 19, 10:30-11:30 a.m. via Teams](#) (with Kristen Norwood)  
[Wednesday, Aug. 19, 1:00-3:00 p.m. via Teams](#) (with Darrell DeMartino)  
[Thursday, Aug. 20, 2:00-3:00 p.m. via Teams](#) (with Kristen Norwood)

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## On-demand Resources on the LLA Website

[This link](#) takes you to the first of several pages dedicated to resources on online and hybrid teaching. Keep scrolling and working your way through pages and you'll find things like

- an OWL demonstration video
  - guidance on course organization,
  - course planning templates, sample schedules,
  - strategies for how to use on-ground sessions in a hybrid format,
  - tips for including virtual and on-ground audiences simultaneously,
  - tutorials on creating a coherent course or designing authentic assessments,
  - ideas for creating active learning in an online course, and
  - how-to guides for using various functions in Canvas (e.g., creating a rubric, recording a Canvas Conference, aligning a learning outcome with an assignment),
- among many other helpful resources.
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## Q2 Phase I Assessment Report

Interested in learning how you and Q2 have positively impacted the university people, place, and processes over the past two years?

Click [here](#) to read the Q2 Phase I Assessment report.

I'd like to thank two people that have been extremely instrumental in the inner workings of this assessment report and the research for Q2 Phase II (you will hear more about Q2 Phase II in the near future). The Service Excellence Employee Development Fellows, Kevin Manley and Betsy (Elizabeth) Feutz are owed a great deal of recognition. Kevin Manley spent many tedious hours writing this report. Thank you, Kevin, you are affectionately referred to as the Q2 Champion of Champions and that still rings true to this day. Betsy, you have laid the groundwork for Q2 Phase II with the research that you have conducted as a part of your employee fellowship. I look forward with anticipation as we continue to move forward in this journey together.



With sincerity,  
Brittany Brown

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## Employee Fellows Virtual Poster Session

Over the course of the 2019-2020 academic year, five Lindenwood employees served as the Learning Academy's Employee Fellows. They created learning opportunities for others, conducted research, and built their own knowledge and skills. You will find a complete overview of each of their fellowships along with results from their research in our first-ever [Employee Fellows' Virtual Poster Session](#).

The 2020-2021 Employee Fellows will be selected and announced this month, stay tuned!

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## Choosing Courage Over Comfort

To start the journey of living into our values, the Learning Academy has developed an exercise to walk you through the three steps that allow you to define your values and take them from just an ideal to guiding principles of your life. If you missed them in the Learning Log, check out our [Development Tool Kits](#):

Part 1: Living Into Your Values  
Part 2: Engaged Feedback

## Upcoming Events and Deadlines

All in-person events have been canceled until further notice. [See the list of all virtual events](#). If you would like to have a virtual event posted, please send any applicable posts via the online Marketing and Communications [project request form](#).

## Submit Information 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 noon on the day prior to send-out. The Digest is sent every Tuesday and Friday morning during the term and on Fridays during break. Information submitted past the deadline may not be included in that edition but will appear in the following one. Entries are only subject to run once but may run twice depending on volume of material submitted that week. Please note, all entries to the Digest are subject to editing prior to running. [Get more information.](#)

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