

LINDENWOOD
UNIVERSITY
—
DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

August 14, 2020

Student Organization Advisor Training

Student organization advisors play such a valuable role in the success of our student organizations. As you can imagine, with COVID-19 and the implementation of our new and improved Involve U, there is a lot of information we need to share so that you can best advise your organization(s). While attendance at Student Organization Advisor Training is not required, we strongly encourage that you choose a session below to attend.

Monday, Aug. 17: 3-5 p.m.

Wednesday, Aug. 19: 11 a.m.-1 p.m.

Friday, Aug. 28: 2-4 p.m.

All sessions will be held via Zoom. We ask that you RSVP by clicking [here](#) or under "Forms" on the home page of Involve U no less than two hours in advance of the training so that we can send you the Zoom link. Questions about training? Contact Angie Royal at aroyal@lindenwood.edu.

Referral Grant Discontinued

Effective Jan. 1, 2021, the faculty and staff referral grant is discontinued. Current students receiving the grant will continue to receive those funds. The referral grant is no longer relevant as over 90 percent of new students qualify for a more valuable merit scholarship. The referral grant, which was not stackable, was worth \$5,000.

Schedule a Library Instruction Today

Do your students complete research assignments? Have a librarian teach your students how to use the library resources that would be best for that particular assignment or for use in your class. Librarians can come to your classroom both virtually or in person. If the library instruction room is available, your class can come and learn about the resources in our computer lab. Our lab is OWL capable. Request an instruction today using [this form](#) or email [Nancy Messina](#) with any questions that you have.

We have also been making video tutorials upon request. This service is available as time allows. If you would like a tutorial created, please email [Nancy Messina](#).

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 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 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.

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.

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 #LionsUnited



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.



LINDENWOOD
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LEARNING ACADEMY

2020-2021 Employee Fellows

The Learning Academy is proud to present the 2020-2021 cohort of Employee Fellows:

Employee Development Fellow for Technology Proficiency – Dr. Peter Weitzel & Casey Whalen

Employee Development Fellow for Diversity, Equity, & Inclusion – Lisa Young & Leah Rosenmiller

Employee Development Fellow for Technology Proficiency – Joanna DeYoung

Employee Development Fellow for Diversity, Equity, & Inclusion – Myron Burr

Employee Development Fellow for Q2 Service Excellence – Sarah Leassner

More information on each fellowship will be shared in the August issue of the Learning Log.

Canvas Learning Community and Student Engagement BINGO! Game – A Faculty Fellow Project

All interested faculty members at Lindenwood are welcome to join the Student Engagement BINGO! learning community this semester. This online community provides an outlet for faculty to collectively discuss and assess a wide variety of student engagement practices and techniques.

During Fall 2020, we will also be playing Student Engagement BINGO! together, in addition to collaborating and communicating via our online discussion boards. The goal of the BINGO! game is to implement as many high impact and engaging activities as possible in your courses this semester. This game will officially begin during our workshop week in August 2020, although faculty may join the community at any time until December. If you are interested in joining our Canvas community, please email Rebecca Foushee: RFoushee@lindenwood.edu.

During the last week of the semester, all faculty who participated in the online learning community and played Student Engagement BINGO! will meet virtually to discuss successes and challenges throughout the semester. This celebration will include awards and prizes for various levels of completion of the Student Engagement BINGO! sheet categories throughout the semester. We will also complete an end-of-year assessment to gauge everyone's successes/challenges in implementing the engagement practices.

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. Please submit questions by August 18th at noon.

Then, register for the SOS Session, [August 20, 9:30-10:30 a.m.](#), to see if your question is discussed and to get ideas on 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.

Want to Use a Ready-made Survey to Find Out Students' Plans for the Fall?

Kim Ulrich, associate professor of accounting, created a Learning Modality Survey for her students to help her know who plans to come to on-ground sessions and who plans to participate solely online. Once she receives responses, she will use the information to create a schedule letting the students know which days they can physically come to class. Kim has posted the survey to Canvas Commons so that any faculty member can access and use it for their courses. To find the survey, navigate to the

Canvas Commons icon (left side of the Canvas screen within in the black panel) and search “learning modality survey”.

Teaching with Big Blue Button using OWL – Virtual

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

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

Canvas Basics Refresher - Virtual

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

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

Simplified Plagiarism Detection Using Turnitin’s New Framework – Virtual

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

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

New Retention Management System – LindenCircle - Virtual

[August 21, 10:30-11 a.m.](#) - Please note this is a faculty training and staff will receive an emailed invitation.

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](#).

Individual Consultations on Teaching

In fall 2020, the Learning Academy 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](#). You can submit a consultation request [here](#).

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 August 17.

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

Schedule of Office Hours .

[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)

[Monday, Aug. 17, 11:00 am – 1:00 p.m. via Teams](#) (with Shenika Harris)

[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, 10:00-11:00 a.m. via Zoom](#) (with Meri Marsh)

[Thursday, Aug. 20, 2:00-3:00 p.m. via Teams](#) (with Kristen Norwood)

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.

Fall Semester Hours

Library Services' Fall Hours

Starting Monday, Aug. 17 Library Services will be staffing the LARC and/or available as follows:

Mon – Thurs 8 a.m. – 6 p.m.

Friday 8 a.m. – 5 p.m.

Saturday: Virtual Chat Services only (Building Closed)

Sunday: Virtual Chat Services only (Building Closed)

Starting Monday, Aug. 24 LARC/Library Services hours will be as follows:

Mon – Thurs 8 a.m. – 10 p.m. *We will begin staffing the building at 7:30 a.m.

Friday 8 a.m. – 5 p.m.

Saturday: Virtual Chat Services only (Building Closed)

Sunday: 2 p.m. – 10 p.m.

For safe communication, our Chat Services are always available during the LARC's open hours.

CLOSED Labor Day Weekend: Saturday, Sept. 5- Monday, Sept.7

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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