

LINDENWOOD
UNIVERSITY
—
DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

August 21, 2020

Vehicle Parking Permits

The Office of Public Safety & Security would like to remind all staff, faculty, and adjunct professors to register their vehicle(s) through [StarRez](#). In order to promote physical distancing, parking permits will be distributed by department supervisors. Parking permits will not be issued in-person through the public safety office. Please be patient as this is a new process for us. Public safety will not be issuing No Permit citations for the first two weeks of class. Please follow all traffic control devices and park in identified parking spots. Thank you and be safe. Welcome back, and have a great semester!

Respectfully,
Office of Public Safety & Security

We're Back! Evans Commons Recreation Center Reopening

We're back! The Evans Commons Rec Center will be reopening on Aug. 24. Please [click here](#) to read the Campus Recreation Center Fall 2020 Procedures. In this document, you will find our most up to date policies and procedures along with how to make a reservation for Rec Center. See you soon, Lions!

Student Organization Advisor Training

Student organization advisors play 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 you can best advise your organization(s). While attendance at Student Organization Advisor Training is not required, we strongly encourage you to attend on Friday, Aug. 28 from 2 to 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.



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](#)

For the first two weeks of the semester, from Aug. 24 through Sept. 4, all on-ground and hybrid lecture courses will be conducted remotely via [OWL technology](#). Students will attend from their residences; instructors will teach in their classrooms. Laboratory, clinical, studio, and other experiential classes will meet in person as scheduled beginning Aug. 24, unless the instructor of the course notifies students of alternate plans.





MOMENTS

A faculty member is currently unable to come to campus. Knowing this, TJ Rains, Vice President for Information Technology took the time on a Saturday morning to bring the faculty member a replacement webcam and a headset with a microphone to their home just so that they had the tools needed to teach online in fall 2020. The faculty member said, “I really did not expect it; he must be one of the busiest people on campus right now, but he is also the most supportive and kind and I appreciate him so much!! Thank you, TJ!!!”

This is what it looks like to go above and beyond, we appreciate you TJ.

-Q2 Team

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LEARNING ACADEMY

Learning Academy SOS Session Q&A

Due to low enrollment, the Learning Academy's SOS Session was cancelled yesterday; however, a few questions were submitted prior to the session. Faculty asked about online course standards, discussion boards, and how students can show work on math problems in Canvas. Click [here](#) to review the questions and answers.

Certainties amid Uncertainty: A Reassuring Article from the Teaching Professor

The Teaching Professor just published a [short essay that reviews what faculty can be certain about in this time of great uncertainty](#). Check it out to feel reminded of things worth reading before the start of the semester. Don't forget, we have a group subscription. To access:

- Go to <https://www.magnapubs.com/register/>
- Enter information in the required fields > Submit. NOTE: if you get an error that your password does not match, skip down to the EXISTING USERS section below
- Once successfully registered, you will see a screen "Thank you for completing your registration"
- Go to <https://www.magnapubs.com/profile/join-sitelicense/ab922674baf180b91b75879aa5d9953f>
- On the right side of the page, in the "Username or email address" box, enter the email address that you submitted in Step 1.
- Enter your password > Login
- On the My Account page > Join Team

- On the My Online Access page click the appropriate orange "Go to..." box for access

Faculty Swear & Share Groups

The Fall 2020 semester is sure to be filled with many teaching triumphs and challenges. The Learning Academy introduces **Faculty Swear & Share Groups** to provide a means for faculty to share what's working, vent about what's not, and get support in the process.



Join your colleagues to get new ideas, troubleshoot issues, and create community!

How is a Swear & Share Group formed?

Faculty (full-time and part-time!) can sign up for a Swear & Share group by sending an email to learningacademy@lindenwood.edu. While faculty could be added to a group at any time throughout the semester, groups will kick off Sept. 7, so to fully participate, sign up by Sept. 4.

Faculty participants will be enrolled in the Faculty Swear & Share Canvas shell and then automatically assigned to a "student group" with a few other faculty members. Each group will have its own discussion board and will be able to schedule its own Canvas Conferences.

Each Swear & Share group is responsible for its own group facilitation. The purposes of the groups are to:

- Share Successes: Share teaching strategies, tools, assignments, activities, etc. that are working well so that others can benefit from those
- Swear about Challenges: Vent about challenges and issues so that others might either help with solutions or ideas or learn from others' challenges.
- Ask Questions: Ask questions you have that the group might help to answer or can brainstorm together for ideas and solutions.

**SWEAR &
SHARE**
FALL 2020

- To collect great ideas and common issues so that the former can be shared with the broader faculty community and the latter can be addressed on behalf of the broader faculty community. **Lindenwood Learning Academy and Lindenwood Online staff will check discussion boards periodically to gather ideas to share out via the Digest or Learning Log and to identify issues that faculty cannot find solutions for on their own, and to help with those.**

In order to swear (vent about challenges) and share (discuss successes), the group can choose to either hold an ongoing, asynchronous discussion via discussion board or schedule synchronous Canvas Conferences, or both. If the group chooses to hold only synchronous sessions, we suggest holding these at least once a month.

What's the benefit?

This is a low-effort development opportunity that can result in great benefits for those involved! Faculty will surely learn from the knowledge-sharing that occurs within their groups and will have an established group that can potentially help – and that will receive outside assistance in doing so -- when teaching challenges arise. Having an outlet for celebrating victories and venting about stresses may be a nice bonus and a great way to build and maintain community with your colleagues, as well.

Sign up for a Swear & Share group today by sending an email to learningacademy@lindenwood.edu. Groups will kick off Sept. 7, so sign up by Sept. 4.

Canvas Learning Community and Student Engagement BINGO! Game

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 collectively 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 year. We will also complete an end-of-year assessment to gauge everyone's successes/challenges in implementing the engagement practices.

Faculty Certificate in Writing – Start when you're ready!

This certificate program is for faculty who want to improve their use of writing in their courses no matter the discipline in which they teach. Improving our teaching of writing will make great strides in improving our students' writing, as they will be able to practice these skills more thoroughly in more of their courses, be more successful in reaching our expectations for student learning, and be better prepared post-graduation. This program can also help us, as a University, place a greater value on one of the most desired job skills for new hires.

This training program is meant for faculty across the university, in any department, with any level of experience with using writing in their courses. Training materials are available in a variety of formats to encourage greater accessibility and participation. Faculty can complete just one, a few, or all of the training materials/workshops at their own discretion. Faculty interested in earning a Faculty Certificate in Writing will be able to, by completing all of the training materials.

In order to receive a Faculty Certificate in Writing, do the following:

- Complete ten (10) Core Topics Modules (in Canvas & workshops)
- Submit a Reflective Account of Professional Practice (1000 words), plus evidence

Each Canvas module and workshop will take approximately 1 hour to complete. Faculty may work at their own pace in the Canvas modules.

Certificate Core Topics

Note: All synchronous events will be recorded for those unable to attend.

1. [Writing Pedagogy: Fundamentals \(module\)](#)
2. [Using Ungraded/Low-Stakes Writing \(module\)](#)
3. [Designing Writing Assignments \(module\)](#)
4. [Helping Students Find and Use Sources \(module\)](#)
5. Giving Effective Feedback for Writing Assignments (workshop video) ~ available this month
6. Assessing Writing: Fundamentals (module) ~ available this month
7. Avoiding Plagiarism in Student Writing (module) ~ available in September
8. **Combating the Spread of Fake News with Critical Source Evaluation Roundtable Discussion** – September 30 - [register here](#) and look for the video soon after
9. Improving Student Proofreading Skills (module) ~ available in October
10. Grammar Pedagogy: Fundamentals (module) ~ available in December

“Take it Further” Identity and Inclusion Learning Opportunity continues through December

Have you thought about taking your understanding of marginalized groups further? Have you reflected on how your current practice includes our students? Have you considered how you might not be reaching students in areas of inclusion? If your answer to any of these questions is yes, then you should consider participating in the “Take It Further” faculty fellowship. This three-part online experience begins with participant self-reflection, then consideration for the experiences of marginalized groups, and concludes with reflection back in and a review of practice. If you are interested, please [complete the opening survey](#).

Questions? Contact Mitch Nasser at mnasser@lindenwood.edu

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”.

Individual Consultations on Online or Hybrid 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](#).

Materials from Learning Academy Workshops on Online/Hybrid Teaching

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](#).

More Online and Hybrid Teaching 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 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.
-

The 4 Ps to Communicate Change to Your Employees

Need to communicate a change to your team? Click [here](#) to view this short, informative video.

How to Adjust Employee Goal Setting During a Crisis

Looking for resources on how to keep performance and development goals at the forefront of your team's work this year? Click [here](#) to view a helpful resource.

Administrator's Guide to Boosting Employee Mental Wellness

Are you looking for ways to ensure the mental wellness of your team? Click [here](#) for more information.

Performance Evaluation Reminder – Staff

Staff Performance Final Evaluations were due on Aug. 15; all staff should sign off on their evaluation by Sept. 1.

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: 10 – 6 p.m.

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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