

# LINDENWOOD UNIVERSITY

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## DIGEST

EMPLOYEE NEWSLETTER

Today's Headlines

August 28, 2020

### First-Generation Collegians Program

The Office of Student and Academic Support Services (SASS) support first-generation students through the First-Generation Collegians program. Were you the first in your family to attend college? Are you a faculty or staff member who self-identified as a first-generation student?



The program is designed to engage first-generation college students and provide academic, social, and support opportunities. This year, we are building a network of faculty and staff who self-identify as first-generation college graduates to support, mentor, and network with current first-generation Lindenwood students.

We will be starting our monthly meeting in September and will have formal and informal gatherings of the group throughout the year.

The program objectives are:

1. to identify first-generation faculty and staff who are interested in assisting SASS in efforts to support first-generation students and future programming;
2. to provide students with a support system and engagement with faculty and staff who can guide and equip students with social capital and insight into diverse areas of the academic environment; and
3. to develop relationships between first-generation students and successful first-generation Lindenwood University professionals.

If you are interested in sharing your first-generation story, would like to help develop future program events, or be a part of this social network, please email Sarah Leassner at [SLeassner@lindenwood.edu](mailto:SLeassner@lindenwood.edu) for additional details.

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## **20 Colleagues Receive Lindenwood's Certificate in Culturally Responsive Assessment**

The Office of Institutional Effectiveness, the Office of Student Life and Diversity, and the Lindenwood Learning Academy would like to congratulate the following colleagues who earned the Certificate in Culturally Responsive Assessment during the 2019/2020 academic year.



- Dr. Billi Patzius
- Dr. Bob Steffes
- Jen Spellazza
- Brittany Neunuebel
- Ryan Yarber
- Holly Zeiger
- Kaitlyn Maxwell
- Dr. James Hutson
- Dr. Stephanie Afful
- Sarah Leassner
- Emilie Johnson
- Cayte Billman
- Posy Durr
- Susan Edele
- Dr. Melissa Elmes
- Dr. Mitch Nasser
- Dr. Sherrie Wisdom
- Jennifer Edler
- Dr. Lisa Brougham
- Chrissy Sachs

We would also like to thank the following colleagues who generously peer-reviewed each of the recipients' reflective accounts.

- Dr. Jennifer Mack
- Dr. Jeremy Carnes
- Dr. Mitch Nasser
- Jen Spellazza

- Ryan Yarber
- Dr. Billi Patzius
- Cayte Billman
- Dr. Stephanie Afful

The Certificate in Culturally Responsive Assessment is a special professional development opportunity for Lindenwood colleagues to explore assessment practices that are inclusive of and responsive to the diverse nature of our institution. To complete the certificate, participants are required to engage in several core and focused-development workshops and construct a 1000-word reflective account of professional practice, which is peer-reviewed.

The Certificate in Culturally Responsive Assessment will be offered as a fully online, self-paced development opportunity starting Oct. 1. More information will be distributed soon. To express your interest in joining this program, please email [assessment@lindenwood.edu](mailto:assessment@lindenwood.edu).

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## 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

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## We're Back! Evans Commons Recreation Center Reopening

We're back! The Evans Commons Rec Center reopened 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!

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## 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](#).



## 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

Marcus Sheer, Workday Specialist in Academic Services, took a walk-in visit from a student on his first day back in the office. ***The student graduated in 2002*** and had recently misplaced his class ring. The student claimed the ring should still be under warranty and wanted it replaced. After asking a few thoughtful questions, Marcus learned the name of the company that produced Lindenwood's rings in 2002 and called their service department. Marcus provided the student with a detailed plan of action to replace his lost ring. Great work, Marcus!

Students are back and this week calls for Q2 Moments times *TWO*. The Plaster School of Business & Entrepreneurship has set up a greeter schedule for the first week of classes. Staff and faculty have volunteered to greet students as they enter Harmon Hall and ask them the two questions that Q2 stands for, *what brings you in today* and *how can I help?* They will have someone posted at each entrance throughout the day to ensure students are aware that classes are currently hosted virtually, but also to assist those that have accommodations and need to be in the classroom during this time. This is Q2 at it's best, thank you PSB&E!

-Q2 Team

# LINDENWOOD

## UNIVERSITY

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### LEARNING ACADEMY

#### **SAVE THE DATE – Sept. 17, 10 a.m. to 11 a.m. – Culture Connection**

Are you new to Lindenwood? Have you been with us for a year or less? If so, Culture Connection is for you. This is an 8 – week Professional Learning Community where new hires can explore *Lindenwood’s mission, values, and culture of Q2 service excellence*. You will gain an understanding of where we’ve come from, where we are going in the future, and what it looks like to be an employee at Lindenwood. Participants will have the opportunity to hear from university leaders and Q2 Champions. All new employees will receive an Outlook calendar invitation and instructions on how to register next week. We look forward to seeing you there!

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#### **Extra Support for Using Big Blue Button / Canvas Conferences**

[This guide](#) reviews several key functions.

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#### **If You Want Students to See Each Other During a Canvas Conference...**

Follow [this how-to guide](#) to unlock their webcams.

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#### **Still unsure what tools to use to create videos for your courses?**

Check out [this infographic](#) that reviews the pros and cons of several options.

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## Add these Easy to Use Tools to your Teaching Tech Toolkit

If you don't already have SnagIt or another screenshot tool, [download a free Google Chrome extension](#). Screenshotting can be very helpful for showing students how to do things or where to find things, and for making your course materials visually engaging.

Ever need to make a PDF editable, compress it, delete or rotate pages, or convert it to another file format? [Download the free Small PDF Chrome extension!](#)

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## New Ideas for Facilitating Group Work

Read the Faculty Focus article, [Stop Giving Them Answers: Make Them Think!](#), for collaborative learning activity ideas.

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## Faculty Swear & Share Groups

The Fall 2020 semester is sure to be filled with many teaching triumphs and challenges. **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!

Faculty (full-time and part-time!) can sign up for a Swear & Share group by sending an email to [learningacademy@lindenwood.edu](mailto: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.



**SWEAR &  
SHARE**  
FALL 2020

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.



- 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 troubleshoot issues that faculty cannot find solutions for on their own.

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## Individual Consultations on Online or Hybrid Teaching

In Fall 2020, the Learning Academy will continue to pilot a program extending 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](#).

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## Leadership in Higher Education Virtual Conference

The Learning Academy ‘pulled names from a hat’ and is sending six university leaders to the Leadership in Higher Education Conference this year. Congratulations to the winners, Academic Administrators Drs. Bob Allen, Travis McMaken, and Kate Herrell, and Staff Administrators Dr. Christie Rodgers, Comella Mathis, and Jordan Shelton .

If you are interested in attending individually, click [here](#) for more details.

## Fall Semester Hours

### Library Services' Fall Hours

**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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