

LINDENWOOD
UNIVERSITY
—
DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

September 4, 2020

Administrative Offices Closed for the Holiday

All administrative offices on campus will close for the Labor Day holiday at 3:00 p.m. on Friday, Sept. 4 and will reopen on Tuesday, Sept. 8 at 8:00 a.m.

Test of Lindenwood Emergency Alert Systems

Lindenwood will conduct a campus-wide test of the emergency alert system on Sept. 10 at 10 a.m. The test will engage emergency text and email alerts, as well as the Alertus feature which will appear on computer screens connected to the LU network. The test will last approximately 60 seconds. It is recommended that all Lindenwood employees log into [RAVE](#) to make sure their contact information is updated.

Mathematics Placement Information for Advising

An updated mathematics placement process for incoming students can now be found in the Lindenwood Faculty Canvas shell. In the Faculty Resources module, click on "GE Advising Resources" and look for the heading "Math Placement Process (updated Aug 2020)".

These updates put into one document the placement process for traditional, evening, and online students into one document. Questions can be directed to

[Erin Martin](#), division director for mathematics and computer science, or Penny Bryant, Director, Student and Academic Support Services.

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 for additional details.

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.

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. 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



MOMENTS

Since the LARC opened in 2017, Greg Scaturro has been incredibly responsive to the maintenance needs. This past winter, we needed to upgrade the dry erase surfaces in the popular group study rooms. Greg teamed up with Joanna DeYoung, Library Purchasing Coordinator, to devise an ingenious way to improve the usability of the dry erase surfaces. This model was successful in both meeting the students' needs and remaining cost-effective. He does a great job of checking in with staff to keep us aware of issue statuses and notifies us of ticket closures. He will be in the process of closing a work order and will immediately act upon a concern if he is within earshot. His service is truly remarkable and tireless.

Thank you, Greg!

-Q2 Team

The logo for Lindenwood University Learning Academy is centered within a white rectangular box. The word "LINDENWOOD" is written in a large, bold, black serif font. Below it, "UNIVERSITY" is written in a smaller, black, spaced-out serif font. A thin horizontal line is positioned between "UNIVERSITY" and "LEARNING ACADEMY", which is written in a black, spaced-out serif font.

LINDENWOOD
UNIVERSITY
LEARNING ACADEMY

Culture Connection - September 17, 9:30 – 10:30 a.m.

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. We look forward to seeing you there!

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

A new training module has been released on the Canvas course site: Assessing Writing: Fundamentals

This one-hour module will provide an orientation to best practices in evaluating student writing. It will cover general assumptions about effective assessment practices, as well as provide examples of clear feedback. Some discussion and examples of rubric creation will be included.

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. 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.

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](#).

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

LARC/Library Services' Fall Hours

Monday – Thursday: 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.

Labor Day Weekend Hours

Friday, Sept. 4: 8:00 a.m. - 3:00 p.m.

Saturday, Sept. 5: CLOSED

Sunday, Sept. 6: CLOSED

Monday, Sept. 7: CLOSED

Evans Commons Rec Center Labor Day Weekend Hours

Saturday, Sept. 5: 10:00 a.m. - 3:30 p.m.

Sunday, Sept. 6: 10:00 a.m. - 3:30 p.m.

Monday, Sept. 7: CLOSED

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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