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Faculty Meeting/Council Minutes

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2017

## **Lindenwood University Faculty Meeting Minutes, 2017-2018**

Lindenwood University

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## Faculty Workshops - August 21st - 25th, 2017

TIME	MONDAY AUGUST 21	LOCATION
	<b>Belleville and St. Charles Faculty on own Campuses</b>	
8:30 - 11:00 am	School / Division Meetings	St. Charles / Belleville
8:00 - 1:00 pm	Active shooter training by Public Safety MUST RSVP *see below	LUCC Auditorium
<b>11:30 - 12:30 pm</b>	<b>Lunch on own</b>	
1:00 - 1:45 pm	Total Eclipse of the Sun at 1:18 pm	
12:30 - 4:00 PM	Course preparation	
1:00 - 4:00 pm	Active shooter training by Public Safety MUST RSVP *see below	LUCC Auditorium
TIME	TUESDAY AUGUST 22	LOCATION
	<b>Belleville and St. Charles Faculty</b>	
<b>8:00 - 8:45 am</b>	<b>Continental Breakfast and Get Workshop Assignments</b>	<b>JSCHE Lobby</b>
9:00 - 9:10 am	Welcome - Stephanie Afful, Marsha Parker	Lindenwood Theater
9:10 - 9:30 am	System President Michael Shonrock and BV Campus President Brett Barger	
9:35 - 9:45 am	HLC Visit in 2017 - David Wilson	
9:45 - 10:00 am	Promotion and Rank - Jeremy Carnes	
10:00 - 10:15 am	Updates, Reminders, and Resources for Faculty - Erin Mann	
10:15 - 10:25 am	Governance - Stephanie Afful, Marsha Parker, Marilyn Abbott	
10:25 - 10:45 am	New Faculty Introductions- FC representatives and new faculty move towards stage	
	<b>Restroom Break and sign-up for Break Out Sessions</b>	JSCHE Lobby
11:00- 11:05 am	Paul Sharp and Jacob Stanley, updates from 2016 workshops	
11:05-11:55 am	Dr. Gina Frey - The Benefits of Active Learning in your classes	
11:55-12:00 pm	Closing Remarks - Paul Sharp	
<b>12:00 - 1:00 pm</b>	<b>Lunch</b>	<b>Evans Cafeteria</b>
1:00- 1:40 pm	Active Learning, what is it and how does it work?	Harmon Hall
1:40 - 1:55 pm	Break and move rooms	
1:55 - 2:35 pm	Creativity and Cognitive Flexibility	Harmon Hall
2:35 - 2:50 pm	Break and move rooms	
2:50 - 3:30 pm	Power of Passion and Perseverance in our students	Harmon Hall

TIME	WEDNESDAY AUGUST 23	LOCATION
	<b>Full Faculty Meeting</b>	
8:00 - 8:45 am	<b>Continental Breakfast</b>	Spellmann Center
9:00 - 9:15 am	Welcome and workshop wrap-up - Jacob Stanley	AB Leadership room
9:15 - 9:35 am	State of the University, Tactics vs Strategy - Pres. Michael Shonrock	
9:35 - 9:50 am	Updates and summer progress - Marilyn Abbott	
9:55 - 10:10 am	HR updates - Deb Ayres	
10:10 - 10:20 am	General Education Committee - Darla Jia	
10:20 - 10:30 am	Technology Committee- Larry Milller	
10:30 - 10:40 am	Faculty Promotions - Stephanie Afful	
10:40- 10:50 am	Faculty Awards - Mary Ruetters	
10:50 - 11:15 am	Executive session	
<b>11:15 - 12:30 pm</b>	<b>Lunch</b>	<b>Evans Cafeteria</b>
	<b>Break Out Sessions</b>	
1:30 - 2:30 pm	Library Services for Instructors- Nancy Messina	Harmon Hall room 119
2:00 - 3:00 pm	IRB - What you need to know about IRB requirements	Spellmann 3090
1:00 - 4:00 pm	Canvas Advances- New Features in Canvas	Spellmann 3085

TIME	THURSDAY AUGUST 24	LOCATION
9:30 - 11:30 am	Department Meetings	
11:35 - 12:30 pm	Lunch on your own	
2:30 - 3:45 pm	All Standing Committee Meetings at the Old Post Office - Outline goals for the year and prepare for full faculty meeting presentations	OPO- 815 Olive Street St. Louis, MO 63101
1:00 - 4:00 pm	Canvas Help - drop in session	Spellmann 3085
1:30 - 3:45 pm	Faculty Council meeting at OPO	
4:00 - 6:00 pm	Happy Hour Hosted by Faculty Council for both Campuses	Urban Chestnut Brewery in the GROVE
TIME	FRIDAY AUGUST 25	LOCATION
8:00 - 11:00 am	Active shooter training by Public Safety MUST RSVP *see below	LUCC Auditorium
10:00 - 11:00 am	IRB - What you need to know about IRB requirements	Spellmann 3090
9:00 - 11:00 am	Course Preparation	
11:15 - 12:30 pm	Day Undergraduate Faculty - Lunch with First-year students	Scheidegger Parking Lot
12:30- 1:45 pm	Academic Area Connection- break off by school with First-year students	Locations by school
1:00 - 4:00 pm	Canvas Help - drop in session	Spellmann 3085
2:00 - 4:00 pm	Course Preparation	

Day	ACTIVE SHOOTER TRAINING
Aug 21 8-11 am	<a href="https://www.eventbrite.com/e/active-shooter-4-es-training-tickets-3665622764">https://www.eventbrite.com/e/active-shooter-4-es-training-tickets-3665622764</a>
Aug 21 1-4 pm	<a href="https://www.eventbrite.com/e/active-shooter-4-es-training-tickets-36656060263">https://www.eventbrite.com/e/active-shooter-4-es-training-tickets-36656060263</a>
Aug 25 8-11 am	<a href="https://www.eventbrite.com/e/active-shooter-4-es-training-tickets-36656252839">https://www.eventbrite.com/e/active-shooter-4-es-training-tickets-36656252839</a>

# LINDENWOOD

## LIKE NO OTHER

**Full Time Faculty Meeting**  
**Leadership Room - Spellman**  
**Wednesday, 10/04/2017**  
**3:00 – 4:30 PM**

**In attendance:**

Full Time Faculty members, including Deans, Department Chairs, Program Directors...etc.

**Not in attendance:** N/A

**I. The Meeting was Called to Order at 3:01 PM.**

**II. Welcome**

Judy Kamm and Julie Turner welcomed the attendees.

**III. Assessment Awards**

David Wilson presented the First Annual Assessment Champions awards to the following recipients: Chris Scribner, Jeremy Carnes, Jessica Randolph, Beth Kania-Gosche, Jennifer Mack, Kate Herrell, and Graham Weir.

**IV. Institutional Retention**

On behalf of the President's Retention Committee, David Wilson and Christie Rogers discussed the data presented in the handout given to the participants. David explained how the System Goals were developed and why they are important. He indicated that we need to grow retention by 1-2% annually to reach our goals in 2027. Christie stressed the importance of working as a team to reach System Goals. She pointed out the importance of the roles of faculty members in making this happen.

**V. Civility in the Classroom**

Shane Williams specified that faculty members have a great role in pointing out the challenges they face in the classroom, especially, disruptive behaviors. In the absence of a clear structure, Shane indicated the importance of giving faculty members more freedom to handle disruptive behaviors by students in the classroom. A statement will be published soon on disruptive behavior in the classroom in the student handbook. Faculty member need to set expectations and utilize the syllabus to clarify the rules. Finally, Shane reminded the audience about the two DEI upcoming events and encouraged participation from everyone.

**VI. Return to Learn**

Case Finnell and Jeremy Keyes explained the process of handling and injured or sick student athlete. They shared a form on the projector and explained the procedure to report and handle the situation. Couple of suggestions were presented to modify the form by adding the student's class and notifying the advisors.

**VII. Academic Standards and Policy Committee updates**

Steve Coleman shared the four functions of the committee and then explained more details about each function, including data on the number of cases and the decisions made during the academic years 16-17 and 17-18. The four functions are the following: Conditional Admissions Review, Contract Degree Applications, Academic Dishonesty Review, and Other Initiatives.

**VIII. Freshmen Learning Communities Update**

Melissa Qualls and Travis McMaken presented an update on their activities. Melissa stressed the importance of presenting new students with a platform that will help them become a stronger community of learners by supporting and helping each other. She introduced a group of new students to testify to the importance of the Freshmen Learning Communities. Travis shared the Learning Communities website and the benefits to the students from taking advantage from this important resource.

**IX. Promotion in Rank Proposal**

Stephanie Afful told the faculty about an email that everyone, except levels zero and one, will get concerning voting on the Promotion in Rank Proposal. The deadline for voting is Monday October 9<sup>th</sup>, 2017 at noon.

**X. Honor's Program Update**

Rachel Douchant explained the procedure and requirements for honor's program applications. She clarified that one can apply and be eligible but not active until the student is active.

**XI. Faculty Colloquia**

Areerat Kichkha presented the Fall 2017 series and indicated that the theme is going to be on Technology. She then introduced the three presenters and asked each one of them to present a short abstract of their topics. At the end, she encouraged everyone to attend and encourage their students to attend.

**XII. Canvas Course Evaluation System Update**

Erin Mann presented an update on the course evaluation using Canvas. She indicated that changes and improvements needed to be done to encourage more students' participation. The target date for the new Canvas initiative is going to be October 14<sup>th</sup>, 2017. This is going to be an integrated pilot into Canvas. The students should be able to see the link to the course evaluations. At the same time, Erin indicated that the new initiative is going to be mobile friendly to encourage more participation from students. She encouraged faculty to find the right time to allow students to complete the evaluations.

**XIII. Final Announcements**

At the end of the meeting, Stephanie Afful shared with the audience two announcements; moving the 2018-2019 Fall break by one week (October 15-16), and on the potential changes on the Intellectual Property Task Force. The discussion Board will be open for comments until November 3<sup>rd</sup>, 2017.

**XIV. Adjournment**

**Full Faculty Meeting—January 25, 2018 Minutes**  
**Spellmann Center AB Leadership Room**  
**3:00 – 4:30 p.m.**

1. Meeting commenced at 3:02 pm.
2. Intellectual Property survey was handed out at the beginning of the meeting, as faculty enters the room. Tom Cupples collected for FSSC to analyze later in meeting.
3. Dan Plate: Humanities Pedagogy Workshop announcement, Hacks for Classroom, 2/21, 3:30-4:30, Larc 117.
4. Stephanie Afful: PIR: LORs now go to [jelliott@lindenwood.edu](mailto:jelliott@lindenwood.edu). All handouts are posed on LU faculty Canvas shell. Reminder of due dates, posted on Canvas as well.
5. Stephanie Afful: If faculty would like to apply for an external grant, need to first go through a pre-grants approval process, coordinated by Mike Leary. Submissions need to be at least 3 weeks prior to grant deadline. The form is on our website:  
<http://www.lindenwood.edu/academics/support-resources/office-of-institutional-effectiveness/research-and-compliance/grants-and-sponsored-projects/>
6. TJ Raines: Offered suggestions on how to maximize the technology in the classroom of the future. Encouraged faculty to think about using this room in future classes or events.
7. TJ Raines: Discussed the IT satisfaction survey. Consistent themes were the connectivity and astra scheduling system.
8. Tom Cupples/Monica Flippin Wynn: Reminded faculty to nominate students for the Student Research Conference.
9. Paula Stewart: Clery compliance- Faculty are REQUIRED to report any acts of crime committed on campus.
10. Ray Nabzdyk: Encouraged faculty to download the Rave Guardian safety app and participate in active shooter training.
11. Areerat Kichkha: faculty colloquia: March 5, 2018, 3-4p.
12. Sarah Tetley: Still in need of additional LNO course proposals. Students will be allowed to pick which section they want going forward.
13. Kelly Moyich: Title IX update: Faculty are required to report any acts of sexual assault, relationship violence, harassment, stalker, or sexual exploitation. If there is a formal complaint, an investigation will be launched, which will result in a summary and hearing.

Kelly's office received the same number of complaints from last year to this year, however there were double the number of investigations.

14. Announcements

- a. Mentoring Unconference- 2/12
- b. Tweaking graduation- anyone interested in reading names- contact Erin Mann.

Meeting concluded at 4:15pm.

Respectfully submitted,

Stephanie Afful

# LINDENWOOD

## LIKE NO OTHER

**SC Full Faculty Meeting**  
**AB Leadership Room**  
**Wednesday, 3/7/18**  
**3:00 – 4:30 PM**

1. Meeting called to order, 3:04pm
2. Teaching Tip from AMC (Andrew Smith)

Andrew Smith shared useful websites.

Google Trends (<https://trends.google.com/trends/>)

Google Reverse Image Search (<https://www.google.com/imghp?hl=en&tab=wi>)

Twine ([www.twinery.org](http://www.twinery.org))

Libre Office (<https://www.libreoffice.org/>)

Chrome Dark Reader (<https://chrome.google.com/webstore/detail/dark-reader/eimadpbcfnmbkopoojfehkhkhdbee?hl=en>)

The Great Suspender (<https://chrome.google.com/webstore/detail/the-great-suspender/klbibkeccnjlkiokjodocebajanakg?hl=en>)

Dark Room Word Processor (<http://jjafuller.com/dark-room/>)

3. HLC Visit (Marilyn Abbott):

Lindenwood met 18 of the 21 criteria in the recent HLC review. The 3 met with concern were: 1C regarding mission and diversity, 3A regarding degree programs that are appropriate for the university and 4b regarding assessment of student learning. The full report is on the Lindenwood Faculty Canvas shell.

4. Athletics Updates: Registration (Betsy Feutz & Brad Wachler)

Athletics shared a new video with faculty and highlighted that our student athletes have a higher GPA and higher retention rate compared to non-athletes. Of Div 2 schools, Lindenwood ranked 6 out of 300+ according to the Learfield Director's Cup.

5. Multi-Year Contracts (Annie Alameda, Nick Wintz, Kate Shoff)

This proposal is an extension from a previous proposal from 2010. It is a combination of both rolling and multi-year contracts. It has been approved by FC and is now being considered by DC. Benefits include attraction of new faculty, administration's commitment to faculty, and potential security when applying for multi-year grants. We are ahead of schedule as the proposal would start 19-20 AY.

6. Faculty Awards (Stephanie Afful)



Reminder that Faculty Awards are due March 15, but will be accepted until March 19 (Monday after spring break). Send nominations to Zach Alley. Please consider updating nominations for previous candidates.

7. Student Research Conference (Tom Couples)

We have 100 faculty nominations. Please encourage your students to register. Students can register even if they were not nominated by a faculty. We still need judges for this conference.

8. IRB updates (Ted Cohen)

Please check out the new ethical guidelines on use of data online as well as social media guidelines. IRB is looking to change their platform, move from IRBnet. There are new federal guidelines coming.

9. Announcements:

Contracts will be delivered Monday March 19.

Ann Leckie will be discussing her craft and award winning books- Wed 4/25, 7p, Dunseth Auditorium.

Meeting Adjourned 4:00pm

Respectfully Submitted,

Stephanie Afful, FC Chair

# LINDENWOOD

## LIKE NO OTHER

**SC Full Faculty Meeting Agenda**  
**Scheidegger Theatre**  
**Wednesday, May 3, 2018**  
**3:00 – 4:30 PM**

1. Hosted by Human Resources:
  - awards ceremony
  - years of service
  - retirement
2. Reception to follow