

# LINDENWOOD

UNIVERSITY

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## DIGEST

EMPLOYEE NEWSLETTER

Today's Headlines

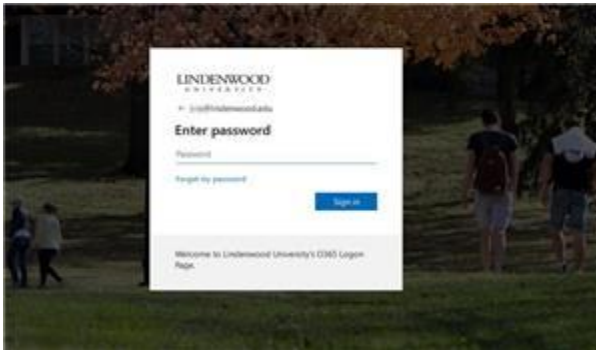
December 8, 2020

### Join the Final Book Club Virtual Meeting of 2020

Readers- join our LU Book Club Virtual Meeting on Tuesday, Dec. 15 at 7 p.m. We will be discussing the finale of [The Vanishing Half](#) by Britt Bennett. [Register for the Zoom meeting](#) to connect with alumni, students, staff, and faculty over bookish fun. Join the Lindenwood Book Club on our [Goodreads.com](#) hub, where our community comments on weekly discussion posts.

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### Workday Sign-On Process Update



On Saturday, Dec. 12, Lindenwood University will upgrade the logon process for Workday to the more secure Multi-Factor Authentication method. This change will remove the

current challenge questions used when logging on to Workday. Workday will use the same logon procedure that is used by Outlook Web Access or Canvas.

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### **SOE-DEI Committee Meeting - Listening Session**

[The School of Education - Diversity, Equity, and Inclusion](#) Committee (SOE-DEI) invites the community, faculty, staff, and students to a [Zoom listening session](#) scheduled Dec. 10 at 3 p.m. This event will include guest speakers presenting information about the upcoming [Black Educators Symposium](#) 2021 (#SBE21) and Black Educators [Flipped Job Fair](#).

For more information, email [soediversity@lindenwood.edu](mailto:soediversity@lindenwood.edu).

The SOE-DEI Committee [welcomes your feedback](#) and suggestions to support our mission to cultivate a state of equitable engagement and promote a culture of unity.

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### **Winter Break**

Campus will close at 3 p.m. on Tuesday, Dec. 22 for winter break. Winter break will be from Wednesday, Dec. 23 through Friday, Jan. 1. We will see you upon our return to campus on Monday, Jan. 4. Happy Holidays!

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### **2021 MLK Jr. Leadership Award - Deadline to nominate 12/22/20**

Offered by the Diversity, Equity, and Inclusion Task Force, the MLK, Jr. Leadership Award is intended to grant distinction and recognition to those individuals in the Lindenwood University community who embody the spirit of Dr. King's work. We seek the nomination of individuals who embrace creativity, leadership, scholarship, and/or service towards an outcome intended to positively impact the Lindenwood community, with particular emphasis on such activities as they relate to the core values of diversity, equity, and inclusion at the heart of our task force's work. The deadline for nominations is Dec. 22. Also, please hold for a virtual event on Thursday, Jan. 21 when the award recipients will be announced at the DEI Task Force's MLK Jr. Award Ceremony and Center for Diversity

& Inclusion One Year Anniversary.

Nominate a fellow Lion [here](#). Thank you for your participation in this Lindenwood tradition.

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### **Free COVID-19 Testing**

Community COVID-19 testing is available at no cost to Missouri residents. Drive-through testing will be held at Family Arena on Dec. 10-11, and at additional locations throughout the state. For more info or to register for a free test, visit the [Missouri DHSS website](#).



# **MOMENTS**

During a turn of events preparing for the Linden-Giving Thanksgiving outreach event, Kyle Routh and Dawn Carter graciously agreed to assist in the pickup of grocery items in addition to securing tables and chairs for event setup. The request came last minute, but these two did not hesitate to lend a helping hand in order to successfully execute this event to aid our community members in need. The service excellence displayed by these two individuals was much appreciated and the epitome of our Q2 culture!

-Q2 Team

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### LEARNING ACADEMY

#### **Teaching With Big Blue Button Using Owl - Hybrid**

Learn to record and stream your lectures through Canvas Conferences (BigBlueButton). This training will cover: setting up a Conference, uploading a presentation, sharing your screen, and managing settings. We'll also show you how to turn on the OWL webcam and microphone when teaching from a classroom on-campus.

You may attend this event on-campus at LARC 124 or online. Please [register](#), then navigate to the agenda page to schedule the session that you plan to attend.

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#### **Big Blue Button / Owl Hands-on Experience**

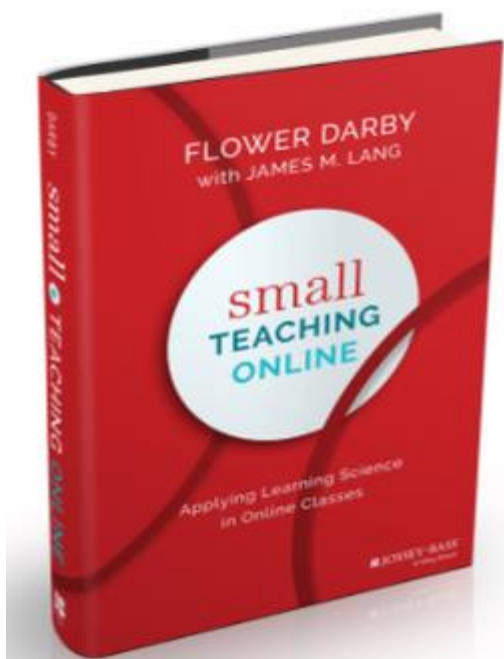
Faculty can get experience launching and using Big Blue Button / OWL from a classroom to get a sense of what it will be like to hold on-ground and online sessions using these technologies. Sessions are 30 minutes long and are limited to 5 people. Please note, you must [register](#) and then schedule a time slot by visiting the [sessions page](#).

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#### **Executive Communications class Jan. 4 – 25**

The Learning Academy is partnering with LU's professional and continuing education program (PACE) to offer our employees executive writing support and resources. Communicating effectively through email and virtual presentations is more important now, than ever before. To help you support your team members, we have a course that managers can recommend for their staff at minimal cost and slight impact to the departmental budget. Lindenwood PACE is offering a **four-week online course** in Executive Communication for a reduced tuition cost of **\$99 for Lindenwood employees**. The course normally costs \$499 and is one of three courses that applies toward the Professional Certificate in Executive Writing. If you are interested in enrolling one or more of your staff members, contact [clindquist@lindenwood.edu](mailto:clindquist@lindenwood.edu) before Jan. 2. class begins Monday, Jan. 4, and ends the week of the 25.





*Remote, blended and online courses present unique challenges for both students and faculty. Small teaching can help. We'll explore practical, evidence-based techniques you can apply in your online teaching practice, small but impactful strategies that result in significant gains in student engagement and learning. You'll gain guiding principles for structuring learning in online and blended environments, brief learning activities, and tips for impactful yet not too time-consuming communication with students. These approaches can also enhance in-person teaching during and after Covid-19, so join us to explore new ways of teaching online to enhance your overall practice.*

Faculty in attendance will have a chance to win a copy of *Small Teaching Online!*

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### **Developing Engaged Practitioners through Virtual Service Learning Projects**

Check out [this article](#) with examples from The Teaching Professor.

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>
- 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

## Upcoming Virtual Events and Deadlines

- Dec. 10 - How Full is Your Bucket - Book Discussion, 3-4 p.m., [Register](#)
- Dec. 13 - Deadline to apply for the new PRIDE Fund internal grant opportunity, [Register for Pivot](#), Click [here](#) for more information
- Dec. 15 - Podcast Lunch and Learn - Happier with Gretchen Rubin, 12-1 p.m., [Register](#)
- Jan. 2 - How Full is Your Bucket - Book Discussion, 12-3 p.m. - [Register](#)
- Jan. 7 - How Full is Your Bucket - Book Discussion, 10-11 a.m., - [Register](#)

## Fall Semester and Winter Break Hours

### Winter Break

Tuesday, Dec. 22 at 3 p.m. - Monday, January 4.

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### Library Services 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 a.m. – 6 p.m.

Sunday: 2 – 10 p.m.

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

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**Evans Commons Recreation Center Hours Dec. 1 - Jan. 18**

Dec. 8 – Dec. 11, 7 a.m. – 5 p.m.  
Dec. 14 – Dec. 18, 8 a.m. – 4:30 p.m.  
Dec. 19 – Jan. 3, CLOSED  
Jan. 4 – Jan. 8, 8 a.m. – 4:30 p.m.  
Jan. 11 – Jan. 15, 8 a.m. – 4:30 p.m.  
Jan. 16 – Jan. 18, CLOSED

### **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.](#)