

LINDENWOOD  
UNIVERSITY  
DIGEST  
EMPLOYEE NEWSLETTER

Today's Headlines

December 11, 2020

## Alumni & Friends Website Officially Launched

The new [Alumni & Friends website](#) has launched! We encourage all employees to visit the new site, give your feedback, and learn about all the ways you can connect with the alumni community. If you know any alumni that would be a good fit for the Alumni Advisory Council, please encourage them to apply. We are accepting applications on a rolling basis and adding to the group as spots become available.

We will also be hosting our last alumni event of the year on Dec. 17 at 4 p.m. and invite you to partake in HOLIDAY TRIVIA! This event will be hosted on Zoom and you can [register here](#).

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## Lindenwood University Day of Dialogue: Submission Form to be a Session Facilitator

Lindenwood University's Day of Dialogue is a campus-wide event where students, faculty, and staff have the opportunity to examine their individual and institutional role in building a shared community. With this spirit in mind, the Day of Dialogue holds space, time, and energy for the Lindenwood community to process emotions, perceptions, and perspectives around equity and inclusion concerns on

campus, as well as relevant societal topics.

The Day of Dialogue is dedicated to supporting the educational mission statement of the University, by providing a space outside of the classroom to support the academic and intellectual inquiry of challenging ideas, telling narratives, and dialoguing across culturally divisive topics

The theme of Lindenwood's first Day of Dialogue is Civic Engagement + Social Awareness. Participants will examine the theme of Civic Engagement + Social Awareness through an exploration of the following topics: Ableism, Ageism, Civic Engagement, Distance Learning and Globalization, Race, Scholarly Engagement, Social Awareness, and University Processes and Procedures. The Day of Dialogue will be a virtual event, scheduled for Wednesday, March 3 from 9 a.m. to 5 p.m. We are seeking speakers and session facilitators who are passionate about these topics and would like to add their scholarship to the conversation.

The deadline to submit as a speaker/session facilitator is Sunday, Jan. 31.

Find the submission form [here](#).

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### **Accessibility and Universal Design**

Students, Faculty and Staff are invited to complete this brief [survey about user experiences](#) with accessibility and accessible documents.

The survey will close in January. During the Spring 2021 semester, virtual workshops will be offered to assist members of the Lindenwood Community as we strive to create and share documents designed with accessibility in mind.

Please contact [Joanna DeYoung](#) with questions or for more information.

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### **Presenters needed! Virtual Leadership Series Spring 2021**

Student Involvement is looking for presenters for the spring 2021 Virtual Leadership Series! Please note the following changes will take place for the upcoming semester:

All workshops will be held virtually via Zoom.

As a result of the switch to a virtual format, workshops will be held every other Tuesday from 4 to 5 p.m. Dates for spring 2021 are below:

- Feb. 9
- Feb. 23
- March 9
- March 23
- April 6
- April 20

If you are interested in hosting a workshop this semester, please email Carynn Smith at [csmith2@lindenwood.edu](mailto:csmith2@lindenwood.edu) with your preferred date and topic by Jan. 11. Past presentation topics have included conflict management, leading change, keeping members motivated, event planning 101, and more! Please feel free to be as creative as you like! These are helpful for students to gain valuable leadership skills, but also meet requirements for the Elevate Leadership Certification and student organization tier requirements. Any additional questions can be directed to Carynn Smith, Associate Director for Student Involvement.

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### **Fall/Winter 2020 Issue of the Journal of Educational Leadership in Action Now Available**

The fall/winter 2020 issue of the [\*Journal of Educational Leadership in Action \(ELA\)\*](#) is now available. ELA's editorial staff hope you are staying safe and healthy during these unprecedented and uncertain times, and the research presented in ELA can bring insights into your current leadership roles or educational environment. This issue provides perspectives and research on the COVID crises and education, teacher professional development, preparing principals and hiring teachers, supporting student teachers and students, leadership theories, and much more. We welcome and value your readership and encourage you to [submit for future publication\(s\)](#).

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### **Fall Term Final Grades Deadline**

Final Grades – Full length courses 8/24-12/11

The deadline for final grades is Monday, Dec. 14 at 5 p.m. The grade transfer from canvas to cams will occur on Tuesday, Dec. 15. Please make sure to enter all special grades (I, AF, N) in the faculty portal by the deadline. The last day to withdraw with a W grade was Oct. 30. A student should receive an AF grade if he/she attended but then stopped attending before the Oct. 30 withdraw

deadline.

Final Grades – Second half 8 week courses 10/19-12/11

The deadline for final grades is Monday, Dec. 14 at 5 p.m. The grade transfer from canvas to cams will on occur on Tuesday, Dec. 15. Please make sure to enter all special grades (I, AF, N) in the faculty portal by the deadline. The last day to withdraw with a W grade was Nov. 20. A student should receive an AF grade if he/she attended but then stopped attending before the Nov. 20 withdraw deadline.

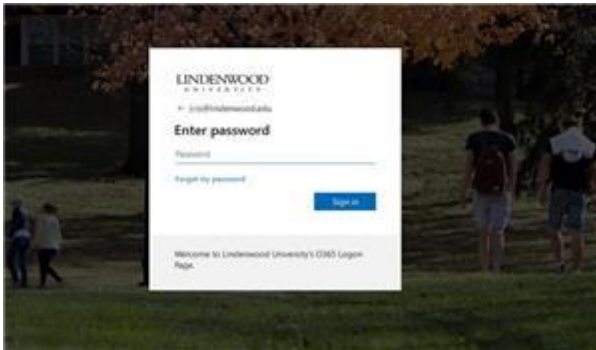
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### **Join the Final Book Club Virtual Meeting of 2020**

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**



Tomorrow, 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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**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.



# MOMENTS

During a turn of events preparing for the LindenGiving 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

# LINDENWOOD

## UNIVERSITY

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### LEARNING ACADEMY

#### **The Certificate in Culturally Responsive Assessment: Enroll Today!**



The Certificate in Culturally Responsive Assessment is a completely online, self-paced professional development opportunity for Lindenwood colleagues. Participants select from a menu of pre-recorded webinars and construct a reflective account of professional practice that is peer-reviewed. Since launching the Certificate, last year, 21 Lindenwood colleagues have earned this qualification!

Email [assessment@lindenwood.edu](mailto:assessment@lindenwood.edu) to be enrolled in the program. Visit [this website](#) for more information!

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#### **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.

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## Assessment Strategies for Student Engagement and Faculty Sanity



Recently, faculty and student feedback indicated the need for support for creating assessments that engage students and decrease workload. The Learning Academy has created a [new resource](#) with 10 strategies to help. The resource also contains examples and suggests technologies to try.

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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. 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](#)

## Winter Break Hours

### Winter Break

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

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### Library Services' Winter Break Hours

Saturday, Dec. 12: CLOSED

Sunday, Dec. 13: CLOSED



Monday, Dec. 14 – Friday Dec. 18: 8 a.m. – 5 p.m.  
Saturday, Dec. 19: CLOSED  
Sunday, Dec. 20: CLOSED  
Monday, Dec. 21: 8 a.m. – 5 p.m.  
Tuesday, Dec. 22: 8 a.m. – 3 p.m. (University Closure)  
Wednesday, Dec. 23 - Sunday Jan 3 CLOSED (University Closure)

**Jan. 4 – Jan. 18**

Monday- Friday: 8 a.m. – 5 p.m.  
Saturdays: CLOSED  
Sundays: CLOSED  
Monday, Jan. 18: CLOSED (University Closure for MLK Jr. Day)

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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

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**Media and Gaming Lab Winter Break Hours**

By appointment only. Please contact [Michael Feters](#) in advance to make your appointment.

**Available times for appointments Dec. 14-21 and Jan 4-14**

Monday – Thursday: 8 a.m. – 5 p.m.  
Dec. 22 through Jan 3: 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.](#)