

LINDENWOOD
UNIVERSITY
DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

December 15, 2020

Strategic Plan Town Hall - Thursday, 1:30 p.m.

Please join us for the Strategic Plan Town Hall Zoom call on Thursday at 1:30 p.m.

Since our last Town Hall, the Strategic Task Force and several faculty members have been working in three groups, each focused on one of our strategic priorities: Adapt, Build and Engage. We are excited to share some of the strategic initiatives that have come from their many hours of work.

Register for the Strategic Plan Town Hall [here](#).

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Nominate an Outstanding Staff Member!

The Lindenwood Community (staff, faculty, adjuncts, students, and administrators) is invited to nominate an outstanding staff member for one of five staff recognition awards. If you know an outstanding staff member, please submit a nomination at the link below. There's also an opportunity to get fabulous prizes for being a nominator, so don't delay. Award winners will be announced at the spring all-staff meeting.

[Make a Nomination Today!](#)

The deadline is Friday, Feb. 26

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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 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 crisis 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\(s\)](#).



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

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LEARNING ACADEMY

Introduction to SQL – Click [here](#) TO REGISTER

Wednesday, Dec. 16, 1:30 – 3 p.m.

Structured Query Language (SQL) is a common language used to communicate with databases. In this 90-minute session, participants will learn how to write basic SQL statements to filter, select, and sort data using online learning tools. Participants will also gain exposure to SQL joins, aggregations, and data

manipulation. For beginner and intermediate-level users, this session aims to increase technological proficiency and data processing skills.

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New Coaches Performance Evaluation Guide

HR and Athletics are pleased to share the *refreshed coaches* performance evaluation guides, they can be found in Workday's Useful Links worklet. Additionally, we have completed the refresh of the evaluation portal. All staff will begin to see the updated standards for staff and staff admins along with the new goal setting process.

As a reminder, here are some of the significant changes for all staff:

1. Fewer standards and updated indicators.
2. Summary comments for all standards will be required by the evaluator *at the end* of the final evaluation document instead of after each standard.
3. Ratings will be 0-3 instead of 0-4.
 - 3 = Exceeds Expectations
 - 2 = Meets Expectations
 - 1 = Below Expectations
 - 0 = Unsatisfactory
4. 360 feedback will focus on the indicators with the asterisks under Standard 4: Employee Management and Development.
5. Goals will be entered at the beginning of the new cycle instead of at the end of the current cycle for the upcoming year. This should be a collaborative process between the staff and staff admin.

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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 to be enrolled in the program. Visit [this website](#) for more information!

Upcoming Virtual Events and Deadlines

- Dec. 15 - Final Book Club Virtual Meeting, 7 p.m., Zoom, [Register](#)
- Dec. 15 - Podcast Lunch and Learn - Happier with Gretchen Rubin, 12-1 p.m., [Register](#)
- Dec. 22 - Deadline for the 2021 MLK Jr. Leadership Award [Nomination](#)
- 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.

Library Services' Winter Break Hours

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)

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

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

Media and Gaming Lab Winter Break Hours

By appointment only. Please contact [Michael Fetters](#) 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.](#)