

LINDENWOOD
UNIVERSITY
—
DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

October 29, 2019

Important Information Regarding Astra/EMS Transition

There will be a transition for room scheduling systems beginning in early January. Lindenwood is moving from Ad Astra to EMS Software to better serve our campus needs. During this transition, there will be a blackout dates for requesting spaces through Astra so that we can transition meetings from Astra to EMS and check for any errors and prevent any double-bookings. Therefore, between December 16 and January 5 faculty/staff/students will not be able to request space in Astra for meetings/events (if you require a last-minute booking during this timeframe, Sammie Kennedy (SKennedy@lindenwood.edu) will be able to do so for you), and between December 20 and January 10 faculty will not be able to make requests/changes for academic courses (if you have necessary accessibility changes during this time, Sandy Love (SLove@lindenwood.edu) will be able to make these changes for you).

EMS will kick off on Monday, January 6, for users to start requesting space. There will be trainings leading up to this kick-off, and more information will come out soon about how to log in and request facilities for certain types of events.

Thank you for your patience and understanding during this transition!

Dr. Greg C. Anderson Memorial Service Information

One of our most valued faculty members, colleague and friend Dr. Greg C. Anderson, will be remembered with a non-denominational memorial service on Friday, Nov. 8, at 3 p.m. in the Lindenwood University Cultural Center.

If you are interested in [donating](#) to the Memorial Garden that will be dedicated in Dr. Anderson's honor, click the link above.

Michael Gerleman Joins University Staff as Paralegal



Please welcome paralegal Michael Gerleman to Lindenwood University. His office is located in the LARC, Room 209. In addition to paralegal duties, he will assist Kelly Moyich in the Title IX Office.

Gerleman has approximately 14 years of paralegal experience, most recently with the Bradley Law Firm. He will be working with Sarah Mullen and the team at Lewis Rice. Please forward any legal requests to him at mgerleman@lindenwood.edu or (636) 255-2278.

Faculty Publish E-Book

Dr. Catherine Shoff and Dr. Amy Estlund, both assistant professors in public health, have published an e-textbook entitled *Foundations of Public Health*. The textbook incorporates engaging activities, knowledge checks, and poll questions. Shoff and Estlund published through Great River Learning, and their textbook is now included in a nationwide catalog for adoption.



Interactive Health Demo Sessions

Human Resources will host several additional demo sessions for those who are new, joined the plan mid-year, or who need a refresher on Interactive Health:

Tuesday, Oct. 29, 12-12:30 p.m., Learning Academy (LARC 09)
Wednesday, Oct. 30, 11-11:30 a.m., Learning Academy (LARC 09)
Thursday, Oct. 31, 2-2:30 p.m., Learning Academy (LARC 09)

Open Enrollment

Open Enrollment meetings will be held in Dunseth Auditorium the following dates and times. Please plan on attending, as important information regarding the 2020 Interactive Health campaign year and enhancements to the medical plan will be presented.

Monday, Nov. 4, 9:00 a.m., Dunseth Auditorium (Harmon Hall)
Tuesday, Nov. 5, 11:00 a.m., Dunseth Auditorium (Harmon Hall)
Wednesday, Nov. 6, 9:00 a.m., Dunseth Auditorium (Harmon Hall)
Monday, Nov. 11, 11:00 a.m., Dunseth Auditorium (Harmon Hall)
Tuesday, Nov. 12, 9:00 a.m., Dunseth Auditorium (Harmon Hall)

Service Learning Workshops For Faculty

Faculty interested in integrating service learning into their courses, may take advantage of two remaining workshops this semester.

Finding Service Learning Partners

Monday, Nov. 11, 3 to 4 p.m.

Gain strategies on where to find the ideal partners for your service learning projects. Extend knowledge on how to devise an effective preparation timeline, partner outreach, devising roles and responsibilities, communicating expectations, documenting hours, and trouble-shooting potential risks and issues.

Service Learning Assessment Practices

Monday, Nov. 18, 3 to 4:30 p.m.

Service learning works best when it complements and enhances your course objectives. So, how do you create an effective assessment process to produce evidence for your course and departmental needs? Gain insight on the effective use of rubrics, designing “best practice” assignments for students, creating partner evaluations, overall quantitative and qualitative measures, and ensuring and providing evidence toward meeting SLOs and ILOs.

To support planning and preparation, interested faculty/staff will need to [pre-register](#) for workshops of interest. Please note that the times in the online registration site are expressed in “military time” and all trainings take place in LARC 0009.

Lindenwood Faculty/Staff Participate in Habitat for Humanity's Women's Build Day



Fifteen Lindenwood faculty and staff members participated in Habitat for Humanity's Women's Build Day on Oct. 26.

The team of colleagues independently raised over \$3,000 to participate, helping to create a home for a Wentzville Habitat family. The team

consisted of Kara Schilli, Jenn Spellazza, Stephanie Afful, Colleen Biri, Billi Patzius, Becky Foushee, Cheyenne Koen, Marilyn Patterson, Katie Ratkowski, Emilie Johnson, Christie Rodgers, Heather Brown-Hudson, and Suzanne Stoelting and was led by Julie Turner. [Continue reading.](#)

Scholle's Film, *Through the Cracks*, to be Featured in St. Louis International Film Festival

Congratulations to School of AMC professor Ben Scholle! Scholle's film, *Through the Cracks*, which will be screened at the St. Louis International Film Festival November 10 at 3:00 p.m. at Washington University's Brown Hall Auditorium.

The film, directed by Scholle, seeks to answer the question, "does the worst possible crime deserve the worst possible punishment?"



The screening is free and will feature a Q&A with Lindenwood University's Jeanie Thies and Scholle and former Missouri Department of Corrections Director George Lombardi.

[Get more information](#) about the screening.

New Policy Created for Employee Vehicle Rental

Do you drive or rent a vehicle for university business? This announcement is for you!

Lindenwood has updated its vehicle policy to allow employees to record their driver's licenses and proof of insurance in Workday using the Change My Licenses task. Prior to vehicle assignment, an employee must have a copy of his or her valid driver's license and insurance card on file in Workday. It will only take you a few minutes to complete the task. Instructions can be found in Workday Useful Links, Finance and Operations tab, Videos and Guides section. Finance appreciate your attention to this matter.

Review of the Employee Guidebook in Workday

Please log into your [Workday portal](#) to review and acknowledge the Employee Guidebook no later than Dec. 1, 2019. The document contains important information that pertains to all Lindenwood employees. The "task" will be available

in your Workday inbox for completion by the deadline.

1. After logging into Workday, go to your [Workday Inbox](#).
2. Go to the task labeled Lindenwood University Employee Guidebook. [View the guidebook](#)
3. After reviewing the guidebook, [click the checkbox](#) to agree that you have read the guidebook
4. [Submit the task](#).

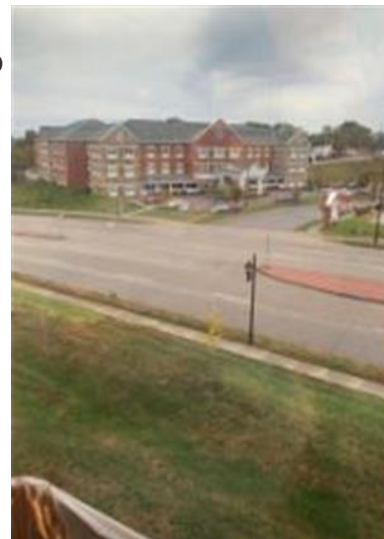
Thank you for your immediate attention.



The Q2 Detective Force has opened another case. Brittany Weiss contacted the Q2 Team about an incident that occurred outside of the LARC on Thursday, Oct. 17, around 10 a.m. Weiss reported the following:

“My office in the LARC faces First Capitol right by the nursing home, which gave me prime viewing abilities to watch a Q2 moment unfold. There was an accident involving two vehicles right in that area. Two groundskeepers saw the accident, and as soon as it was safe, one of them ran over to the accident to see if everyone was okay, while the other called the police immediately. Both men were quick to react and make sure that everyone involved was okay, even though it wasn't their responsibility.”

Your help is needed in identifying these two mystery men. Please contact Brittany Brown or your Q2 champion with any leads.



And to the two gentlemen involved, thank you for the kindness you are spreading into the world. What you did is above and beyond your duties—we admire you.

-The Q2 Team

Submit your own Q2 Moment [here!](#)



LINDENWOOD
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LEARNING ACADEMY

A Glimpse into the Future: Preparing for the Class of 2030

A forum on the future of higher education, sponsored by the School of Education, Faculty Council, Lindenwood Learning Academy, and Office of the President, will be held Nov. 1, from 10 to 11:30 a.m., Lindenwood Theater, J. Scheidegger Center for the Arts.



Dr. William "Wil" Zemp, executive vice president and chief strategy and innovation officer at Southern New Hampshire University, presents a candid profile of the class of 2030 and explains how higher education should prepare to meet their needs.

At SNHU, Zemp leads initiatives to expand access to education by creating innovative pathways that meet the unique needs of students. In addition to management of the executive agenda and the Office of the President, his portfolio includes the directorates of Government Affairs, Global Engagement, and Diversity & Inclusion. Zemp is also an adjunct professor in SNHU's organizational leadership program.

Staff and Academic Administrators:

Are you interested in a dynamic, interactive team-building opportunity to help improve communication across your entire department?

Depending on your team needs, the workshops below could be a great fit for your

department. Employee Fellow for Leadership and Supervision Casey Finnell would love to set up at least one workshop with your team this year! She has facilitated these workshops with groups as small as 6 and as large as 50.

Contact [Finnell](#) for additional details today!

Are You Thinking about applying to be a Faculty Fellow, but need some help with ideas?

Recently, the Learning Academy surveyed faculty about development needs. Faculty Fellows can help meet those needs! Topics faculty want to learn about this year include grant-writing, effective online teaching, scholarly research and publication, student research, assessment and program review, giving feedback, engaging students in the classroom, inquiry-based learning, advising, and time management

Fellow projects can take many forms. Some ideas for project deliverables include

Observation/mentorship networks

One-on-one consulting

Blog/vlog/podcast

Webinars

Workshops

Train-the-trainers model

Online discussion community

Conference or exhibition

Design an app or some other kind of tool

Interviews/profiles (internal and external figures)

Game or competition

On-demand resources (e.g., a step-by-step guide, individual exercises, etc.)

Teaching modules

Facilitated discussions

Self-paced online course

Communication campaign

Experiential Learning (e.g., externship agreement, site visits, service learning)

Immersive experiences (simulations, augmented or virtual reality)

New process, model, or framework and resources to support people learning/implementing it

Speaker series

Research report and presentation(s)

Proposal for innovation on campus

Website

Archive or database

If you would benefit from talking with someone about the program or your ideas, please contact [Erin Mann](#), [Kristen Norwood](#), or [Brittany Brown](#). The Faculty Fellow

application is available in [Workday](#). From the home screen, follow this path: career (icon) > Actions > Find Jobs. You can scroll to find “Faculty Fellow” or search “fellow” in the box at the top of the screen. The deadline for applications will be Nov. 8.

Contribute to the Conversation! Call for Submissions on Course Syllabi

[The Teaching Professor](#) is looking for ideas, concerns, opinions, and even articles from faculty about the course syllabus. Read the call [here](#). Join the discussion to develop yourself and others! Submissions are due in early December.

Addressing Power and Privilege with Assessment of Student Learning

A workshop on addressing power and privilege with assessment of student learning will be held Nov. 7 from 3:30 to 4:30 p.m. in Harmon Hall (Rm. 217) Dr. Kristen LaMantia, assistant professor and training clinic director at Southeast Missouri State University, will present “Addressing Power and Privilege with the Assessment of Student learning.” The power differential between faculty and students is perhaps most evident when assessing student learning. By addressing power and privilege within the higher education classroom, educators can better understand the need for equitable and culturally relevant methods of assessment. Participants will learn how to recognize their own privilege and power, the myriad ways students’ lived experiences impact their learning, and ways in which to address the power differential existent within assessments of student learning. [Click Here](#) to register.

Upcoming Learning Academy Events: [Click Here to Register](#)

- **Finding Service Learning Partners:** Nov. 11 from 3 to 4:30 p.m., LARC (Rm. 09)
- **Improving an International Student’s Experience Through Cultural Diversity:** Nov. 14 from 3:30 to 4:30 p.m., LARC Theatre

Excused Absences

Please excuse the following students, who are attending Lifespan of a Fact Wednesday, Oct. 30, at the St. Louis Repertory Theatre from 8 a.m. to 1:30 p.m.

Adame, Gloria
Dalton, Mekenzie

Beattie, Rhianna
Duarte, Isley C.

Cochran, Austin James
Gansner, Jack L

Healy, Moira
Mcdonald, Allison F.
Susman, Amanda
Wood, Justin

Jackson, Isabella
Meadows, Marissa
Watkins, Wyatt

Mahan, Elijah
Randolph, James X
Wessel, Catherine Grace

Volunteer Opportunities and Sign-ups

- Dec. 13 - Commencement, 7 p.m. Earn a \$100 stipend and cheer on our graduates. RSVP to CHannar@lindenwood.edu by Nov 1.
-

- Dec. 14 - Commencement, 10 a.m. Earn a \$100 stipend and cheer on our graduates. RSVP to CHannar@lindenwood.edu by Nov 1.

Upcoming Events and Deadlines

- Nov. 1 - NaNoWriMO Kickoff, 10 a.m. - 2 p.m., LARC Atrium

Virtually using Discord App, 4-8 p.m.

- Nov. 5 - [Discover Your Network](#), Anheuser-Busch Leadership Room at the Spellmann Center, 6-8 p.m., [RSVP](#)
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- Nov. 5 - [Faculty Read Series](#), 1 p.m., LARC Theater
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- Nov. 7 - [NaNoWriMo](#) Writing Session, 4-8 p.m., #333 LARC - Writing Center
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- Nov 8 - Lindenwood Learning Academy Faculty Fellowship applications are due. Applications may be found in Workday. Questions may be directed to LearningAcademy@lindenwood.edu or emann@lindenwood.edu
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- Nov. 8 - [Memorial service for Dr. Greg Anderson](#), 3 p.m., Lindenwood University Cultural Center
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- Nov. 9 - CAB's Second Annual Fall Festival, 1-4 p.m., Heritage Campus Pavillion, For more info, email CabEventCoordinator1@lindenwood.edu
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- Nov. 11 - Veterans Day Luncheon, 12-1 p.m., Hyland Arena VIP Room, to RSVP, email agoellner@lindenwood.edu.
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- Nov. 13 - Fall II 2019 [Faculty Colloquium Series](#), LARC 343 (New Theatre)
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- Nov. 19 - [NaNoWriMo](#) Writing Session, 4-8 p.m., #333 LARC- Writing Center
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- Nov. 20 - Second-Generation Holocaust Survivors, LARC Theatre, 4-5 p.m. Panel of three speakers will share their experiences growing up as children of Holocaust survivors.
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- Nov. 26 - [NaNoWriMo](#) Writing Session, 4-8 p.m., #333 LARC- Writing Center
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[See the full list of upcoming events](#)

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 be ran 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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