

LINDENWOOD

UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

Today's Headlines

November 5, 2019

Winterfest - Save The Date

Join Student Involvement for the annual community event, [Winterfest](#)! Winterfest, formerly known as Christmas Walk, will be held on Dec. 8 from 4 to 7 p.m. on Heritage Campus. Experience the magic and beauty of the holidays by bringing your friends and family. Campus decorating for Winterfest will be held on Nov. 25 from 12 to 4 p.m. Sign up at this [link](#) and be guaranteed a Winterfest shirt. For more information, contact [Ethan Miller](#) or [Rachael Heuermann](#).



Open Enrollment

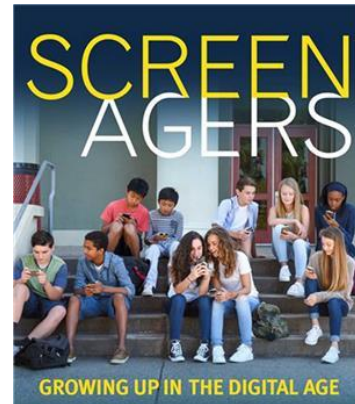
Open Enrollment meetings will be held in Dunseth Auditorium the following dates and times. Please plan on attending, as important information regarding the 2020 Interactive Health campaign year and enhancements to the medical plan will be presented.

- 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)

Screenagers

Alpha Chi Honor Society will host a free screening of the documentary [Screenagers](#) on Nov. 19 at 7 pm in the LARC Theatre.

Screenagers is an award-winning film that probes into the vulnerable corners of family life and depicts messy struggles over social media, video games and academics.



Workday Tip - Year End

Tax season is almost here! Help save paper by opting to receive your W2s electronically. All it takes is four simple steps.

1. Log in to Workday and select the pay worklet
2. Under my statements, click tax documents
3. Click edit under the printing election
4. Select receive an electronic copy of my year-end tax documents and submit the changes!

Once W2s become available, employees will simply need to access Workday in order to view, print, or download their W2s.

Need help? [Click here!](#) You can also contact the HR Office at ext. 2577.

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.



MOMENTS

The Accelerated Degree Program in the LUCC would like to acknowledge Carrie Green and her team for the outstanding work she has done and directed since she has been assigned to our building. Carrie started in the fall semester and since then, the building has been turned upside down from dirt to shine. Carrie started right away with the doors to the entrance of our building.



THANK YOU, Carrie. The care you and your team show our students, colleagues, and facilities everyday helps make Lindenwood special. Your work in the LUCC is a physical example of how you help the university shine.

-Q2 Team

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



Business Office Passes Out Candy

The Business Office Staff provided a Q2 Moment on Halloween by sending out three teams to pass out candy to students and employees around campus!

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



LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY

Congratulations to the current leaders of The Real Experience. Real Success Challenge! These instructors are leading the pack in points and are on track to win Amazon gift cards for participating in tasks teaching them how to integrate technology in their courses.

There's still time to join!
[Register for The Challenge Today!](#)

LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY

First Place
Patrick Longo

Second Place
Michiko Nohara-LeClair

Third Place
Bob Steffes

Standings as of 11/1

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 to 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.**

Addressing Power and Privilege with Assessment of Student Learning

Nov. 7 from 1:30 to 3:30 p.m., 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, we 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

Excused Absences - Wednesday, Nov. 6

Please excuse the following students from classes on Wednesday, Nov. 6, from 8 a.m. until 2 p.m. They are the cast, crew, and stage managers for the theatre program's production of *Silent Sky* and will be performing the show for high school students from around the state. If you have any questions, please contact [Stacy Blackburn](#).

Gloria Adam	Emma Bailey	Rhianne Beattie
Abigail Brisbane	Emma Carriker	Emily Curtis
Isley Duarte	Jessie Elliott	Zoe Gudehus
Brendan Van Keuren	Raven Knight	Riley Mayne
Bethany Miscannon	Yianni Perahoritis	Cam Ruhl
Hikaru Sayama	Kayla Taabish	Justin Wood

Physical Geology Field Trip, Thursday, Nov. 7

Please excuse the following students from classes on Thursday, Nov. 7, from 7:30 a.m. until about 5 p.m. They will be attending a required Physical Geology field trip. Students have been informed that they are responsible for missed work in accordance with your policies. Contact the instructor, [Dr. Robin Rodriguez](#), if you have any questions.

Allen, Hope	Burns, Connor Luke
Cordero Fuentealba, Natalia	Danchertsen, Lindsay

Dintleman, Erica D
Hurley, Jacob
Meyer, Cameron
Passath, Evan
Quandt, Jonathan
Reid, Alison
Schwent, Nicole
Sullivan, Shane
Weis, Alex

Hall, Marisa L.
Mendoza Simbron, Mateo
Miocic, Michael
Polastre Perryman, John Alexander
Quilarquez, David Rafael
Schwarz, Cazmeairah M
Sullivan, Dale
Tumennasan, Artursuren

Corrections Field Trip, Thursday, Nov. 7

Please contact [Heather Donovan](#) with any questions.

Jacob Abel
Natalie Baustian
Kortney Fauntleroy
Lily Gonzalez
AlyssaWinkeler

Mitchell Abeln
Najwa Chouati
Jacquelyn Ferrell
Justin Hendrick

Shawne Auer
Anthony Coppin
Madalyn Gallegos-Gelein
Blake Rogenhofer

Upcoming Events and Deadlines

- Nov. 5 - Discover Your Network, Anheuser-Busch Leadership Room at the Spellmann Center, 6-8 p.m., RSVP
 - Nov. 5 - [Faculty Read Series](#), 1 p.m., LARC Theater
 - Nov. 7 - [NaNoWriMo](#) Writing Session, 4-8 p.m., #333 LARC - Writing Center
 - 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 10 - *Through the Cracks* screening, 3 p.m., Washington University's Brown Hall Auditorium
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- Nov. 11 - Veterans Day Luncheon, 12-1 p.m., Hyland Arena VIP Room, to RSVP, email agpellner@lindenwood.edu.
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- Nov. 11 - Service Learning Workshop: Finding Service Learning Partners, 3-4 p.m., LARC 0009, [Pre-register](#)
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- Nov. 13 - Fall II 2019 [Faculty Colloquium Series](#), LARC 343 (New Theatre)
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- Nov 18 - Service Learning Workshop: Service Learning Assessment Practices, 3-4:30, LARC 0009, [Pre-register](#)
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- Nov 18-20 - [Global Entrepreneurship Week 2019](#)
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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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