

LINDENWOOD UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

Today's Headlines

November 12, 2019

Student Life & Diversity was a co-sponsor for the Sixth Annual Transgender Spectrum Conference

The Office of Student Life & Diversity was a co-sponsor for the sixth Annual [Transgender Spectrum Conference](#), which was held at Washington University in St. Louis from Nov. 8 to 9, 2019. Six employees attended the conference - Dr. Melissa Elmes, Dr. Megan Woltz, Dr. Heather Brown-Hudson, Jen Spellazza, Jessica Bucci, and Ethan Miller. Brown-Hudson presented at the conference. Dr. Shane Williamson was on the conference planning committee.



Campus Offices Closing Early for the Holidays

Lindenwood's campuses will close at 3 p.m. on Wednesday, Nov. 27, and on Monday, Dec. 23, for the holidays.

Faculty Colloquium Speaker Series, Fall II 2019

All students, faculty, and staff are invited to the Fall II 2019 [Faculty Colloquium Series](#).

Wednesday, Nov. 13, at 2 to 3 p.m. in LARC 343 (New Theatre).

The theme will be "Deliverable."

The speakers are

Amanda Harrod, Ph.D., M.P.H.; School of Health Sciences, Public Health
“Decoding Due Dates: Exploring What Pregnant Women Believe about Full-Term and Elective Deliveries”

Julie E. Turner, Ph.D.; Plaster School of Business & Entrepreneurship, Nonprofit Administration
“Experiential Education in Nonprofit Management Curriculum: Assumption or Oversight?”

Discussion and refreshments follow the speakers.

For further information, please see event [fliers](#), [abstracts](#), [webpage](#), and Facebook page or email FacultyColloquia@lindenwood.edu.

Sponsored by the Faculty and Student Scholarship Committee, Faculty Colloquium Subcommittee.

Hammond Institute Hosts Fall Business Ethics Panel on Nov. 21

The Hammond Institute for Free Enterprise will co-host its next [Business Ethics Panel](#) with the Rotary Club of St. Charles from 11 a.m. to 12:45 p.m. on Thursday, Nov. 21, in Dunseth Auditorium (Harmon Hall). This is a bi-annual luncheon event held for students in the Plaster School of Business and an excellent opportunity for students to network with members of the local business community. The session, which will focus on real-life ethical dilemmas experienced by area business professionals, will also include their firsthand, personal approach to resolution. Featured on the panel later this month will be President John Porter, Associate Provost Molly Hudgins, and Dean Roger Ellis. All are welcome to attend, and registration is not required. For more information, please visit the [website](#) or call 636-627-2915.

Support Study Abroad - Nov. 18

As part of [International Education Week](#) (Nov. 18-22), the Center for Experiential Learning is fundraising to support Lindenwood students who want to study or intern abroad. Faculty and staff can donate \$5 to the Study Abroad Fund and wear jeans to work on Monday, Nov. 18. Stop by LARC 229A with your donation or email studyabroad@lindenwood.edu and someone will come to you to collect your donations.



Lindenwood & Wiley Education Services Partnership

An open forum to discuss Lindenwood's [partnership](#) with Willey Education Services to support online programs will be held in Dunseth Auditorium on Wednesday, Nov. 13, from 3 to 4 p.m. All are welcome.

Information about the partnership can also be found here: [LU-WES FAQs](#).

Hammond Institute to Host Public Policy Forum on Nov. 14 in Harmon Hall

Be sure to stop by Dunseth Auditorium in Harmon Hall from 2:30 to 3:45 p.m. on Thursday, Nov. 14, for the next [Public Policy Forum: *Scientific Freedom in a World with Hyper-Disruptive Technology*](#). This open discussion sponsored by the [Hammond Institute for Free Enterprise](#) will focus on social stability, risk, and research into artificial intelligence and bioengineering.

Featured panelists:

- . Tawni Hunt Ferrarini, *moderator*
- . John Barr - Assistant Professor, Physics
- . David Brown - Professor, Philosophy
- . Wojciech Golik - Associate Dean, School of Sciences
- . Howard Wall - Professor, Economics
- . Dale Walton - Professor, International Relations

The Hammond Institute hopes you can attend this upcoming discussion! There will be light refreshments served (*reservations not required*). For more information, visit online at www.HammondInstitute.org or call 636-627-2915.

Workday Tip

As year-end is coming to a close, make sure your Workday home address is correct in Workday so your address is correct on your tax information.

1. Log into Workday
2. Go to the Personal Information worklet
3. View - >Addresses
4. Review your Home Contact information and make sure your home contact has a "Payroll Tax Form" on the Usage.
5. If you need to edit, click the "edit" next to "Change My Home Contact Information".
6. Make sure your Address, City, State, and Postal Code are all added before

clicking Submit.

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" is 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.



Q2 Holiday Lunch- All Employees

Nov. 26, 10:30 a.m. to 1:30 p.m., Evans Commons

Join us as we celebrate the Q2 Moments we have shared over the past year. The Cabinet will serve turkey, dressing, and all the fixings. As an added bonus, you won't want to miss Terry Whittum and TJ Rains as they perform some Thanksgiving tunes with their newly formed band.

In order to keep the line moving at a good pace, we have assigned specific times for each division to begin dining in Evans Commons. Please note, these are only suggested times and you are welcome to attend when it is most convenient for your schedule. [Click Here](#) to register.



Staff and Academic Administrators

Are you interested in a dynamic, interactive team-building opportunity to help **improve communication across your entire department**? Consider inviting Employee Fellow for Leadership and Supervision Casey Finnell to deliver a DiSC Workshop for your team. This teambuilding workshop uses the DiSC behavioral style analysis to help individuals understand, appreciate, and work more effectively with people's different styles.

Casey has facilitated these workshops with groups as small as 6 and as large as 50. Between now and February, Casey will hold workshops for the following groups:

- Academic Services
- Student Life & Leadership
- Study Abroad
- Career Services
- Admissions
- Advancement & Communications
- Library Services
- Residential Life

Contact [Casey](#) for information on holding a workshop for your team.

Improving an International Student's Experience Through Cultural Diversity

Nov. 14, 3:30 to 4:30 p.m., LARC Theatre

During this interactive workshop, Amanda Schaller will discuss barriers international students face in and outside the classroom in relation to cultural acceptance. In addition, this workshop will address how being more culturally aware could positively impact a student's overall experience in college, thus resulting in increased retention and graduation rates. [Click Here](#) to register.

Service Learning Assessment Practices

Nov. 18, 3 to 4:30 p.m., LARC (Room 009)

Professor Julie Turner will hold this session about how service learning works best when it complements and enhances your course objectives. 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. [Click Here](#) to register.

Tutor.com

For a faculty orientation to Tutor.com and how to incorporate tutoring into your courses, [click here!](#)

For questions, contact [Ryan Yarber](#).

Belleville News

LINDENWOOD

U N I V E R S I T Y

LEARNING ACADEMY

Q2 Holiday Lunch-All Employees!

Nov. 27, from 11 a.m. to 1 p.m., Alan J. Dixon Overflow

Come and celebrate the Q2 Moments we have shared over the past year and enjoy a holiday lunch of turkey, dressing, and all the fixings.



MOMENTS

This week's Q2 moment celebrates Whitley Huxhold from the School of Health Sciences. The LindenWell team had the following to say about Whitley:

There are MANY Q2 moments that I have witnessed Whitley doing. She will constantly go above and beyond to help individuals out. For example, on Wednesday Sept. 25, she did 130 push-ups while working with different people on campus to help them get their push-ups in. A lot of time, she doesn't have to do it, but she does it because she genuinely cares for others! She is great at keeping people motivated and always brings a positive, go-getter attitude with her!

Whitley, thank you for the positivity and connectivity that you spread through campus. Because of you, we are a kinder (and more physically fit) university.

-The Q2 Team

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

Excused Absences

Excused Absences: ESC10000 Physical Geology Field Trip - Nov. 13

Please excuse the following students from their classes on Wednesday, Nov. 13. Students will be attending a required geology field trip for their Physical geology class. The field trip runs from 8 a.m. to 5 p.m. Students have been advised to inform their instructors in order to plan for the work they will miss. If you have questions, please contact the instructor [Dr. Ana Londono](#).

Beinlich, Elizabeth
Cooper, Caleb
Holstein, Elaina Nicole

Bell, Zane D.
Dearduff, Justin
Kirkpatrick, Taylor

Brunton, Ethan
Gajic, Gedeon
Lane, Victoria M.

Medlock, Joseph
Simmons, Jesse
Whitney, Connor

Miller, Tate
Simms, Jessica
Martinez, Renata

Robinson, Joshua J
Teague, Casey
Miller, Brendan

Excused Absences: Systems Field Trip - Nov. 14

Please excuse the following students from their classes on Thursday, Nov. 14. Students will be attending a systems field trip. If you have any questions, please contact [Heather Donovan](#).

Christian Boswell
Haley Hanke
Huter Mabrey
Marygrace Niemann
James Rice
Myrissa Sherrell
Nook Tisdale
Brendan Wishom

Isabella Cicero
Mandy Heutel
Jalen Medley
Benjamin Parker
Ashley Rosenfeld
Jessica Simms
Setu Vole
Andrew Yanez

Torron Henderson
Mackenzie Holtman
Maximilian Meyer
Alexa Pikesley
Jada Santoni
Kaitlyn Stoinski
Alexandria Winkler

Excused Absences: ESC10000 Physical Geology Field Trip - Nov. 15

Please excuse the following students from their classes on Friday, Nov. 15. Students will be attending a required geology field trip for their Physical geology class. The field trip runs from 8 a.m. to 5 p.m. Students have been advised to inform their instructors in order to plan for the work they will miss. If you have questions, please contact the instructor [Dr. Ana Londono](#).

Anue, Happiness
Garcia Garcia, Jordi
Paz Mejia, Ariel Jaffet
Bailey, Hunter
Decker, Katelynn
Hamilton, Robby
Hellenschmidt, Peter
Niko, Malana
Vega Aranibar, Santiago
Whelan, Adrianna

Batbayar, Enerel
Le Quemener, Erwan
Rapp, Drake
Boykin, Jahkira
Elahcene, Driss
Havens, Abbey M.
Hurt, Valerie
Sawyer, Anna
Vogel, Samantha

Boudet Nieto, Pablo
Miller, Brendan
Rujawitz, Joseph
Cernicek, Mike
Gardini, Regan
Heaney, Thomas
Lowenthal, Trey
Schwob, Brian
Wagner, Jesse

Thanksgiving Break Hours

Library Services Hours

Wednesday, Nov. 27	7:30 a.m. - 5 p.m.
Thursday, Nov. 28	Closed
Friday, Nov. 29	Closed
Saturday, Nov. 30	9:30 a.m. - 6 p.m.
Sunday, Dec. 1	2 p.m. - 2 a.m. *Extended End-of-Semester hours begin

Volunteer Opportunities and Sign-ups

- Nov. 25 - [Winterfest](#) decorating, 12-4 p.m., [Sign up](#) and get a Winterfest shirt. For more information, contact [Ethan Miller](#) or [Rachael Heuermann](#).

Upcoming Events and Deadlines

- Nov 18 - Service Learning Workshop: Service Learning Assessment Practices, 3-4:30, LARC 0009, Pre-register

- Nov 18-20 - [Global Entrepreneurship Week 2019](#)

- Nov. 19 - [NaNoWriMo](#) Writing Session, 4-8 p.m., #333 LARC- Writing Center

- Nov. 19 - [Screenagers](#), LARC Theatre, 7 p.m.

- 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.

- Nov. 26 - [NaNoWriMo](#) Writing Session, 4-8 p.m., #333 LARC- Writing Center

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- Dec 8 - [Winterfest](#) - Heritage campus, 4-7 p.m.
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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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