

LINDENWOOD

UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

Today's Headlines

November 15, 2019

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.

Fall Late Night Breakfast

Are you interested in volunteering for Late Night Breakfast? Join CAB and Pedestal to serve students a late night meal for finals week. Late Night Breakfast will be held on Monday, Dec. 9, from 10 p.m. to 12 a.m. Please sign up at this [link](#), spots are limited!

Fashion Business and Design Fashion Show Market

Dec. 6, 2019, at the J. Scheidegger Center for the Arts (second Floor)

High School Show - 12 p.m.
Design Student Show - 7 p.m.

Purchase tickets at LUBoxOffice.com or call 636-949-4433

**Lindenwood
University
Fall 2019
Fashion Show
+ Market**



Summer Facility Request Guidebook Now Available

The [2020 Summer Facility Request Guidebook](#) is now available for you to request camps/conferences to occur on campus for the 2020 summer. All requests are

handled on a first-come, first-served basis and a proposal must be submitted to SKennedy@lindenwood.edu by Feb. 28, 2020.

School of Education Dean Wins Award of Excellence for his Art

School of Education Dean Dr. Anthony Scheffler recently had art featured in Art St. Louis XXXV, The Exhibition. His piece, "Purple Tea" (2016) is a wood-carved teapot that was well received by all in attendance. He was joined by other School of Education faculty and staff who proudly celebrated this accomplishment. His artwork was one of four selected for an Award of Excellence by Awards Judge Shannon Bailey. Congratulations, Dr. Scheffler!



To view more of Dr. Scheffler's art, you can visit his [website](#).



Stephanie Afful, Keynote speaker

Dr. Stephanie Afful delivered a keynote address at the annual New England Conference on Teaching (NECTOP), hosted at Southern New Hampshire University on Nov. 8, 2019. Her address focused on integrating identity in the classroom, minimizing stereotype threat, and building professional development centered around culturally competent classrooms.

Call for Proposals: Student Assessment Scholars

Is there something that you are trying to improve in your area? Would you like to have students' perspectives on this issue?

The Student Assessment Scholars program promotes student-led assessment by using a real-world approach to carrying out research with other Lindenwood students for the purposes of institutional improvement.

The 2019/2020 CALL FOR PROPOSALS is now open.

The Student Assessment Scholars team is looking for one or two Lindenwood University stakeholders to work with this year. A stakeholder is defined as any academic, co-curricular, or administrative unit (or sub-unit) related to the university. If a proposal is accepted, the stakeholder group becomes a 'client' of the Student Assessment Scholars team.

Student Assessment Scholars elicit input from other Lindenwood students about a client's issue. This is done using student-led focus groups. The data collected from the focus groups are analyzed for key themes, and the findings are written up and presented back to the client as "actionable insight."



Examples from a similar program at the University of Scranton include

What are the student perceptions of their digital technology skills after completing a First-Year Digital Technology (FYDT) course?

How can we improve our Residential Learning Community (RLC) offerings?

Do the students who study abroad get the experiences that the study abroad office claims they are getting?

Can we better understand student health and behaviors on campus?

Download the full Call for Proposals document and learn more by visiting the [Student Assessment Scholars website](#).

To submit a proposal for a Student Assessment Scholars project, please complete the Stakeholder Proposal Form and submit it to Assessment@lindenwood.edu by Nov. 26, 2019.

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.

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



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.

Excused Absences

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
Gaddini, Regan
Heaney, Thomas
Lowenthal, Trey
Schwob, Brian
Wagner, Jesse

Thanksgiving Break Hours

Library Services Hours

Wednesday, Nov. 27	7:30 a.m. - 3 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

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- Nov 18-20 - [Global Entrepreneurship Week 2019](#)
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- Nov 18-22 - [International Education Week](#)
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- Nov. 19 - [NaNoWriMo](#) Writing Session, 4-8 p.m., #333 LARC- Writing Center
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- Nov. 19 - [Screenagers](#), LARC Theatre, 7 p.m.
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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. 21 - Fall [Business Ethics Panel](#), 11 a.m. - 12:45 p.m., Dunseth Auditorium (Harmon Hall)
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- 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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