

LINDENWOOD

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DIGEST

EMPLOYEE NEWSLETTER

Today's Headlines

December 20, 2019

Now Available: [The Fall 2019 General Education Assessment Report](#)

The Office of Institutional Effectiveness is delighted to share the Fall 2019 General Education Assessment Report, which focuses on Institutional Learning Outcome 3.1: Written Communication. General education assessment at Lindenwood is a collaborative effort, with many faculty and staff involved in this work. The Office of Institutional Effectiveness would like to thank everyone who contributed to this work during the fall 2019 semester.

Elmes Elected Delegate to Modern Language Association Governing Assembly

Melissa Ridley Elmes, assistant professor of English, has been elected to a three-year term with the Modern Language Association's Delegate Assembly. With over 25,000 members in 100 countries, the association is the largest international organization in the field of modern languages and literatures; the Delegate Assembly is the governing body of this organization.

[Continue reading](#)



Notice of Change to Employee Guidebook

The following change was made to the Lindenwood University Employee Guidebook:

Page 12—The university nondiscrimination statement was amended to include the categories of gender identity and gender expression.

The full employee guidebook is available on Workday in the Useful Links section in “Guidebooks” under the “Employee Information” tab.

Workday Tip – Benefits Year End

Tax season is almost here! Help save paper by opting to receive your 1095-C electronically. All it takes is four simple steps.

1. Log in to Workday and select the Benefits worklet
2. Under "Change," click "1095-C Printing Election"
3. Select "Receive an electronic copy" and
4. Submit the changes!

Once 1095-Cs become available, employees will simply access Workday in order to view, print, or download their 1095-Cs.

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

Student Research Conference

Student Research Conference and nomination/student [submission form](#) is now available online. The Student Research Conference will be held in the LARC on Tuesday, April 7, 2020. The conference sessions will be from at 12:30 p.m. through 4:45 p.m.

2020 Form W-4

The 2020 Form W-4, employee withholding certificate, is very different from previous versions. This is due to the federal tax law changes that took place in 2018. The Internal Revenue Service (IRS) is not requiring all employees to complete the revised form and has designed the withholding tables so that they will work with the new and prior year forms. However, certain employees will be required to use the new form: those hired in 2020 and anyone who makes withholding changes during 2020.

Even though the IRS does not require all employees to complete the revised form, and even if your tax situation has not changed, HR recommends you perform a “paycheck checkup” to see if you need to make adjustments to your current withholding. To conduct the checkup, use the IRS’s [Tax Withholding Estimator](#). To

effectively use the estimator, it is helpful to have a copy of your most recent pay stub and tax return. It is likely that the estimator will be updated to account for the 2020 tax tables in early January. Please note, if you do not submit a new form, withholding will continue based on your previously submitted form.

The IRS has also published [Frequently Asked Questions](#) that you may find helpful as you complete the form.

HR anticipates the 2020 W-4 form will be updated in Workday by the first week of January. An announcement will be added to the landing page of Workday and in the Digest when the new form is available.

If you have any questions, please contact Monica Seiter at mseiter@lindenwood.edu or (636) 949-4971.

Student Health Center Provider Change

Starting on Jan. 13, 2020, the Student Health Center's medical services will be provided by BJC. BJC will provide the same level of outstanding care and services that was provided by SSM. The Student Health Center's hours will remain the same (Monday – Friday from 8:30 a.m. to 5 p.m.). The Student Health Center will close on Dec. 13 at 3 p.m. and will reopen on Jan. 13, 2020.

Request for Computer Science Projects, Spring 2020

As the primary part of a computer science course (CSC43000 -Senior Projects) that Stephen Blythe will be teaching this spring, students are required to work on a "real world" group programming project. In order to facilitate this, he would like to gather several potential projects from campus sources. So, if you have a potential computer programming project, he would like to hear about it. Here are some things to keep in mind:

- 1) These will be student-run projects, so there's no guarantee that the resulting program will work for you (or at all). In other words, don't suggest something that is "mission critical" in any sense of the phrase.
- 2) Do not include anything that involves significant personal or other security-related data.
- 3) Students will be getting college credit for this, so there is no need to pay anyone any money.

4) You must meet with the students occasionally (at some points frequently) as the semester progresses. Please keep this in mind!

Regarding project size guidelines, CAMS is essentially a programming project but is FAR too large in scope to work with as a whole; however, an individual module or two to "add in" to CAMS might be OK. Of course, security is a big issue with CAMS, so such a project would likely not be possible for other reasons. A project that simply keeps track of ticket sales is likely too small, but a project that keeps track of open auditorium seats/locations, assists with ticket sales, and keeps track of actual ticket redemption (i.e. attendance) could potentially work.

Blythe will start deciding what projects to use in the class at the start of the spring semester, so please send any ideas by Friday, Jan. 10, 2020 (preferably sooner). For more information, Blythe can be reached at sblythe@lindenwood.edu.

Leadership Series Spring 2020

The Office of Student Involvement is looking for leadership topics and presenters for its Spring 2020 Leadership Series. The Leadership Series consists of one-hour weekly workshops hosted on Tuesday afternoons from 4 to 5 p.m. These sessions are attended by students, staff, and faculty. If you have a leadership topic that you would like to present, please email [Rachael Heuermann](mailto:Rachael.Heuermann).

Multi-Factor Authentication is Here!

In response to growing security threats and information security audit recommendations, Lindenwood University is adopting Multi-Factor Authentication (MFA) for all faculty and staff accounts in January 2020. Information sessions are being scheduled for December and January to provide additional details on the implementation. To learn more, please click this [Multi-Factor Authentication video link](#).

Depending on your last name, [Multi-Factor Authentication](#) will be enabled on all faculty and staff accounts beginning Jan. 22, 2020. Multi-Factor Authentication will be enabled each day at 7 a.m. according to the following schedule.

January 22 -- A-E
January 23 -- F-J
January 24 -- K-O
January 27 -- P-T
January 28 -- U-Z

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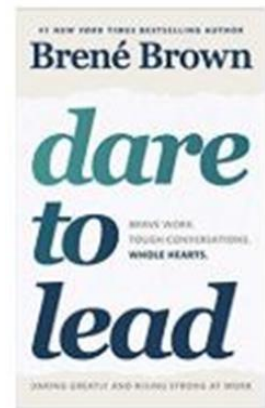
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LEARNING ACADEMY

The Grub Club

On the Menu: *Dare to Lead*

Brene' Brown says this about leadership. "Leadership is not about titles or the corner office. It's about the willingness to step up, put yourself out there, and lean into courage. The world is desperate for braver leaders. It's time for all of us to step up." We teach and lead every day. Who wants to learn more? Join the Learning Academy for a lunch-and-learn in the spring as we read *Dare to Lead* and follow the 10-week reading plan provided as a resource on her website. If interested, contact [Brittany Brown](#) for additional details.



Safety Training Opportunities

On Jan. 8 and 10, the Department of Public Safety and Security will be offering the following trainings sessions [Click here](#) to register.

- Active Shooter (Phase I)
- CPR/AED (Certification)
- Active Shooter (Phase II)
- CPR/First Aid/AED (Demo)

SAFETY TRAINING IS REQUIRED FOR ALL EMPLOYEES. IF THE FOLLOWING DATES DO NOT FIT WITHIN YOUR SCHEDULE, ADDITIONAL OPPORTUNITIES WILL BE OFFERED IN MAY.

Introduction to eLearning Jan. 6 Online Training Course

This is a four-week asynchronous course required for faculty and adjuncts new to teaching online at Lindenwood, but it is filled with great information seasoned faculty can benefit from as well. This course focuses on Canvas, instructor presence, responsiveness, and supportiveness. Introduction to eLearning is taught by a member of the Lindenwood Online team, who will provide feedback throughout the four weeks. Those interested in improving their online courses are welcome to participate! [Click here](#) to register.

It's Hip to be Square



The Learning Academy is excited to support a Teaching Squares program starting in January. A Teaching Square is made up of four instructors, typically from different disciplines, who conduct non-evaluative peer observations intended to facilitate reflective teaching and community-building. Universities that have Teaching Squares include UW Tacoma, Augustana College, and Tufts University. For more information, see this [overview of the concept](#) or check out this report on the [pilot program at UW Tacoma](#). All full- and part-time faculty, as well as staff who teach are encouraged to join. If you're interested

in participating in the spring 2020 semester, [email Kristen Norwood](#) by January 15.

FRIENDS DON'T LET FRIENDS WRITE ALONE!

Writing Circles



If you've got writing to do but struggle to set aside time to do it, consider joining a Writing Circle for spring 2020! Writing Circles can take many forms, but the basic idea is that faculty and staff who are interested in creating accountability for

writing as a habitual practice come together on a regular basis to write. Some circles are as simple as co-writing in a quiet space. Other circles discuss writing goals and progress. More formalized circles can include peer review and feedback. Read about how Writing Circles have been used at other universities [here](#), [here](#), and [here](#). Are you interested in being a part of a Writing Circle starting in February? [Email Kristen Norwood](#) by Jan. 30 to sign up.

Winter Break Hours

Starbucks

Dec 16-20	7:30 a.m. - 3 p.m.
Jan. 3	7:30 a.m. - 3 p.m.
Jan. 6-10	7:30 a.m. - 3 p.m.
Jan. 12	2 p.m. - 9 p.m.

All meal plans end Friday, Dec. 13, at 2 p.m.
Normal hours of operation resume Jan. 13.

Library Services

Dec. 16-19	7:30 a.m. - 8 p.m.
Dec. 20	7:30 a.m. - 5 p.m.
Dec. 21 - Jan. 1	Closed
Jan. 2-3	7:30 a.m. - 5 p.m.
Jan. 4	9:30 a.m. - 3 p.m.
Jan. 5	2 p.m. - 6 p.m.
Jan. 6-9	7:30 a.m. - 8 p.m.
Jan. 10	7:30 a.m. - 5 p.m.
Jan. 11	9:30 a.m. - 3 p.m.
Jan. 12	2 p.m. - 6 p.m.

Evans Commons Rec Center

Dec. 16-20	7 a.m. - 7 p.m.
Dec. 21-Jan 1	Closed
Jan. 2-3	7 a.m. - 7 p.m.
Jan. 4-5	Closed
Jan. 6-10	7 a.m. - 7 p.m.
Jan. 11-12	Closed

*Rec Center hours also include the Third Floor Track.

*All guests will be asked to leave the facility 15 minutes prior to scheduled closing.

Writing Center

The Writing Center will be open Dec. 17-19 from 9 a.m. to 5 p.m. in Room 333 LARC.

No appointments are necessary.

For more information, contact writingcenter@lindenwood.edu

Upcoming Events and Deadlines

- Dec. 20 - Last day for Toys for Tots Drive, Spellmann Campus Center, email lborelli@lindenwood.edu for more information
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- Dec. 21 - [Martina McBride](#), 8 p.m., The Lindenwood Theater

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- Dec. 23 - Jan. 1 - Winter Break

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- Jan 25 - [Finding Neverland](#) - 2 p.m., The Lindenwood Theater

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- Jan. 30 - Diversity Dialogue - Gender Equity in Athletics, 4-5:30 p.m., LARC Theatre

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- Feb 10-11 - American Red Cross Blood Drive, Evans Commons Multipurpose Court, [RSVP: Feb 10](#), [RSVP: Feb 11](#)
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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 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.](#)

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