

LINDENWOOD
UNIVERSITY
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DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

January 10, 2020

Paid Holidays Updated in Employee Guidebook

The list of paid holidays that starts of page 26 of the Employee Guidebook has been updated to include the day before Thanksgiving and the dates of Dec. 23 through Jan. 1. The entire list is as follows:

- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- The Wednesday before Thanksgiving Day
- Thanksgiving Day
- The Friday after Thanksgiving Day
- Winter Holiday--December 23 – January 1

The Employee Guidebook is available in Workday under Useful Links.

49 Days Left to Nominate an Outstanding Staff Member!

The Lindenwood Community (staff, faculty, adjuncts, students, and administrators) is invited to nominate an outstanding staff member for one of five staff recognition awards. If you know an outstanding staff member, please submit a nomination at the link below. There's also an opportunity to get fabulous prizes for being a nominator, so don't delay. Award winners will be announced at the spring all-staff meeting on Wednesday, April 29, from 2 to 4 p.m.



[Make a Nomination Today!](#)

The deadline is Friday, Feb. 28.

Dr. Robyne Elder Appointed Director of General Education Assessment

Dr. Robyne Elder, assistant professor of educational leadership, has been appointed to a half-time role as director of general education assessment with the Office of Institutional Effectiveness. In this role, Elder will work with colleagues across the institution to shape and implement the General Education Assessment Roadmap.

Elder is the editor of the *Journal of Educational Leadership in Action*. Previously she served as an adjunct professor and APA editor at Lindenwood. She holds a BA in English from the University of Missouri-Columbia, an MA in teaching and an EdD in instructional leadership, both from Lindenwood University. Elder was a high school English instructor for 13 years and ELA department chair for five years. She has received the following awards during her teaching career: Teacher of the Year, Educator of the Year for the Fort Zumwalt School District, the Emerson Excellence in Teaching Award, and the Sue Spellman Award from Lindenwood.



Elder developed a passion for assessment during her work with Professional Learning Communities and benchmark assessments as a high school English teacher and department chair. During her higher education career, she has researched and published pieces on performance assessments for student teachers, potential doctoral students, and EdD candidates.

“I look forward to learning from my colleagues and working within communities of practice to continually improve general education assessment at Lindenwood,” says Elder.

Dr. Bethany Alden-Rivers, associate vice president for institutional effectiveness says, "Dr. Elder brings a rich and exciting background to this role. We look forward to her leadership, and we welcome her enthusiastic approach and innovative mindset."

Elder enjoys watching and playing football, basketball, and baseball with her two boys and husband in Crestwood, Mo., as well as taking her dog, Izzy, for walks.

New Canvas Gradebook Workshop

On Jan. 18, 2020, Canvas will transition to a new gradebook! This workshop will show you the new features, changes, and helpful tips when using the new gradebook.

This workshop is for Lindenwood instructors and staff using Canvas for grading purposes.

Goals and Objectives

Participants will know and understand:

- How to access the Canvas gradebook
- How to access existing features in the Canvas gradebook
- How to access and use new features in the Canvas gradebook
- How to prepare the new gradebook for grade pulls
- How to apply a grading scheme using the new gradebook

Dates: Jan. 13-17

Time: 12-1 p.m.

Location: LARC 217

[Click here to register!](#)

Schedule a Library Instruction Today

Do you have your students complete research assignments? Have a librarian teach your students how to use the library resources that would be best for that particular assignment or for use in your class. Librarians can come to your classroom, or if the library instruction room is available your class can come and learn about the resources in our computer lab. Request an instruction today using this [form](#) or email [Nancy Messina](#).

Library Gains Access to Edweek

The library now has access to *Education Week*, which provides access to news materials

on education in the United States, including articles from *Education Week* and *Teacher* magazine, AP newswire stories, blogs, white papers, and much more. Access it today from the [library's database page](#).

Leadership Series Spring 2020

The Office of Student Involvement is still in need of speakers for the 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](#).

Student Research Conference

The 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 12:30 p.m. through 4:45 p.m.

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

The 2020 W-4 is now available in Workday.

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.

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

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LEARNING ACADEMY

The Teaching Professor now available to the campus community!



The Learning Academy is excited to offer access to this excellent resource, *The Teaching Professor*, Edited by respected scholar and expert Dr. Maryellen

Weimer of Penn State Berks, *The Teaching Professor* is a forum for discussion of the best strategies supported by the latest research for effective teaching in the college classroom. The short essays published therein are well worth the time it takes to read them. This is also an excellent outlet for Lindenwood faculty and staff who teach to publish essays about their own ideas or research on teaching.

Recent *Teaching Professor* essays include

[Identifying Goals Helps Online Learners Sustain Self-Motivation](#)
[Maximizing Student Engagement with Course Readings](#)
[First Day of Class Activities That Create a Climate for Learning](#)

Access these full articles and many more once you set up your login (you must use your Lindenwood email address). You can access the content on or off campus.

STEP 1: Activate your group subscription access

1. Go to www.magnapubs.com/site-license/registration.html?v=lindenwood0106
2. Enter your information in each of the required fields. In the authorization code box, enter the group authorization code LINDENWOOD238 and click Submit."

Please note: You only need to enter the authorization code once. Please do not share the code with anyone outside of Lindenwood.

STEP 2: Access the group subscription

1. Go to <http://www.magnapubs.com/profile>
2. If not already logged in, enter your email address and password and click "Log In."
3. On the "My Online Access" page, you will see all the content Lindenwood subscribes to for online viewing. Click the appropriate "Go to" box to access the content.
4. When you are taken to *The Teaching Professor* website, in the upper right corner select "Sign In." Re-enter your email address and password. Click "Sign In." You will then have full access to the articles and content on the site.

To sign up to receive the weekly email updates, please visit <https://www.magnapubs.com/free-resources/>

***Getting Started with Grants*, featuring Dr. Ben Moore**
January 30, 2:30-3:30 p.m.

Dunseth Auditorium

Dr. Ben Moore, co-founder and director of the Bosnia Memory Project at Fontbonne University, will share his experience of securing grants to support his work. Moore has received substantial grant funding from the National Endowment for the Humanities among other organizations. [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.

Safety Training Opportunities

PLEASE NOTE: ACTIVE SHOOTER SAFETY TRAINING IS REQUIRED FOR ALL EMPLOYEES. CPR TRAINING HAS NOW BEEN DESIGNATED AS OPTIONAL BY PUBLIC SAFETY. WE APOLOGIZE FOR THE CONFUSION THE PREVIOUS COMMUNICATIONS CAUSED.

On Jan. 10, The Department of Public Safety and Security will be offering the following training: [Click Here](#) to Register.

- Active Shooter (Phase II) -- 1 p.m. – 4 p.m.
- CPR/First Aid/AED (Demo) -- 1 p.m.– 4 p.m.

EMPLOYEES WHO HAVE ALREADY COMPLETED ANY OF THESE COURSES DO NOT NEED TO RETAKE THEM. IF THESE DATES DO NOT FIT WITHIN YOUR SCHEDULE, ADDITIONAL OPPORTUNITIES WILL BE OFFERED IN MAY.

If you have any questions, please email Ryan Anderson at randerson1@lindenwood.edu.

LindenAlly – More participants needed



Happy New Year, Friends! The Learning Academy's LindenAlly Learning Community wants to partner with 30 more participants for the spring term. LindenAlly is seeking students, faculty, and staff to join. If you, or someone you know, would like to contribute to the conversations about diversity, equity, and inclusion topics on campus, then this is the learning community for you! You can find the participation survey [here!](#) #2020 #newyear #newallies

Winter Break Hours

Starbucks

Jan. 10 7:30 a.m. - 3 p.m.
Jan. 12 2 p.m. - 9 p.m.

Normal hours of operation resume Jan. 13.

Library Services

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.
Jan. 18 9:30 a.m. - 6 p.m.
Jan. 19 2 p.m. - 8 p.m.
Jan. 20 Closed

Evans Commons Rec Center

Jan. 10 7 a.m. - 7 p.m.
Jan. 11-12 Closed

Evans Commons Rec Center Spring Semester Hours

*Spring semester hours begin Monday, Jan. 13.

Mon - Thursday 6 a.m. - 11 p.m.
Friday 6 a.m. - 10 p.m.
Saturday 10 a.m. - 8 p.m.
Sunday 12 p.m. - 10 p.m.

Spring 2020 MLK Weekend Hours

Jan. 18	10 a.m. - 8 p.m.
Jan. 19	12 p.m. - 10 p.m.
Jan. 20	Closed
Jan. 21	Normal hours resume

*Rec Center hours also include the third-floor track.

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

Upcoming Events and Deadlines

- Jan 25 - [Finding Neverland](#) - 2 p.m. and 8 p.m., The Lindenwood Theater

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

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

- Feb. 15 - [The Isley Brothers](#), 8 p.m., The Lindenwood Theater

- Feb. 20 - Spring Career Fair, 2-5 p.m., Evans Courts

[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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