

# LINDENWOOD

UNIVERSITY

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## DIGEST

EMPLOYEE NEWSLETTER

**Today's Headlines**

**January 14, 2020**

### **Heartland Art Club Collaboration with Lindenwood Begins with Exhibit**

Lindenwood University's J. Scheidegger Center for the Arts will be hosting the Heartland Art Club Members Exhibition from Jan. 30 to March 16 in the Boyle Family Gallery.



An opening reception and gallery talk is scheduled for Feb. 6 from 6 to 8 p.m. The exhibition will include 36 works by 36 of the best representational artists in the Midwest, including Billyo O'Donnell, Bryan Haynes, Julie Wiegand, and Lisa Ober. Admission to the event and the exhibition is free. The gallery is open from 3 to 8 p.m. on Monday through Thursday, from 1 to 6 p.m. on Fridays and during scheduled performances at the Scheidegger Center's Lindenwood Theater and Emerson Black Box Theater.

[Continue reading.](#)

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### **Hammond Institute's Ferguson to be Visiting Scholar, Collaborate on Book**



[Dr. Rachel Ferguson](#), director of the [Hammond Institute](#) for Free Enterprise's Liberty & Ethics Center at Lindenwood University, is currently a visiting scholar at the [Eudaimonia Institute](#) at Wake Forest University for the spring semester of 2020. Ferguson is a professor of managerial philosophy at Lindenwood, and she will be on sabbatical during the spring to take up the position at Wake Forest. While there, she will collaborate with [Dr. Marcus Witcher](#) on a book titled *Black Liberation in the Marketplace*. Witcher is a scholar-in-residence in the History Department and the Arkansas Center for Research in Economics (ACRE) at the University of Central Arkansas. For more information, please reference related announcement on the [Lindenwood website](#).

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## Add Library Canvas Modules to Your Canvas Shell

If you want to make sure that your students know about the resources available to them from the library, import one of the LARC's modules from the Canvas Commons. You can find them in the Commons by searching Lindenwood Library. Basic modules are available to address ways to contact the library staff, and others go into detail about doing research. If you have questions or would like the library to create a custom module for your class, please contact [Nancy Messina](#).

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## 45 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.



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## 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](mailto:Rachael.Heuermann@lindenwood.edu).

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## 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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## 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) does not require 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](mailto:mseiter@lindenwood.edu) or (636) 949-4971.



## **New Canvas Gradebook Workshop**

**Jan. 13–17, 12-1 p.m.**

**LARC 217**

On Jan. 1, 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. [Click Here to Register](#) for available training dates.

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

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## Faculty Performance Evaluations

If your final evaluation has been completed in the [evaluation portal](#), and you have not already signed off on your evaluation, please do so by Jan. 22.

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## The Teaching Professor now available to the campus community!



The Learning Academy is excited to offer access to an 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 log-in (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](http://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. Click [here](#).
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 [click here](#).

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### ***Getting Started with Grants, featuring Dr. Ben Moore*** **Jan. 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.



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**IT'S HIP TO BE SQUARE!**

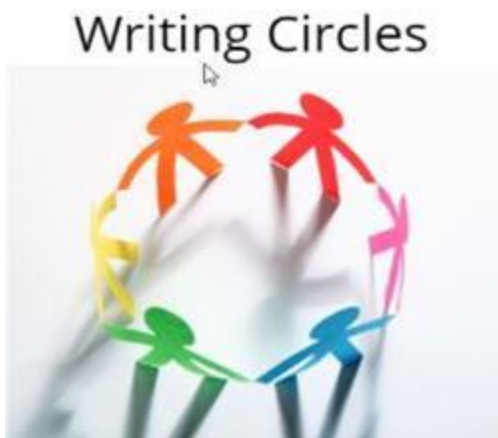


The Learning Academy is excited to support a Teaching Squares program starting in January. A Teaching Square is made up of four instructors, typically from different disciplines, who conduct non-evaluative peer observations intended to facilitate reflective teaching and community-building. Universities 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.



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## FRIENDS DON'T LET FRIENDS WRITE ALONE!



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.

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## 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

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**Upcoming Learning Academy Events:** [Click Here](#) to Register

- **Implicit Bias Training:** Jan. 24 from 9-11 a.m., Hyland VIP Room, Evans Commons



## MOMENTS

As we head into the depths of winter, today's Q2 moment celebrates Tamara Deines from the Student Financial Services office. One of Tamara's colleagues wrote

"Early mornings, students are walking to campus from off-campus housing or apartments. Some days, it is rainy and windy. Sometimes, students have heavy backpacks. Tamara always drives to work with her Lindenwood name tag on and will stop and offer to give students a ride when their bags are heavy or the rain is pelting. She changes the trajectory of their day by this generous act of kindness and caring."

Tamara, no matter how cold and rain-soaked a student might be, your warmth (and car's heater) brightens their day. Thank you for taking the time to make sure our students arrive to campus safely and feel cared for. Your kindness is contagious.

-The Q2 Team

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



## Winter Break Hours

### Library Services

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

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### 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. 20 - Martin Luther King Jr. Day - University Closed
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- Jan. 21 - [CDI Ribbon Cutting](#), 3:30 p.m., Evans Commons 3110
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- Jan. 22 - [Chapel Service](#), 3 p.m., Sibley Chapel
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- Jan. 24 - [Implicit Bias Training](#), 9-11 a.m., Hyland VIP Room, [Register here](#)
- 

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