

# LINDENWOOD

UNIVERSITY

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## DIGEST

EMPLOYEE NEWSLETTER

**Today's Headlines**

**January 17, 2020**

### **President's Address Scheduled for Jan. 27**

President John Porter and the Cabinet invite you to attend the Spring 2020 President's Address at 9 a.m. Monday, Jan. 27, 2020, or at 3 p.m. Tuesday, Jan. 28, 2020, at the J. Scheidegger Center's Lindenwood Theater.

The President's Address will provide an overview of several initiatives/areas of the university as outlined below. President Porter, as well as vice presidents Frank Sanfilippo, Marilyn Abbott, and Terry Whittum, will present.

- STEM
- University Strategy
- Net Tuition Revenue
- Professional Development
- University Financials
- Online Education



President Porter and the Cabinet look forward to seeing everyone there!

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**FAFSA Frenzy - January 25**



Enrolled students are invited to participate in FAFSA Frenzy on Saturday, Jan. 25, 2020. Lindenwood's Student Financial Services team will guide students through the FAFSA process, answering any questions or concerns they have.

Interested students should report to the computer lab, on the lower level of the Spellmann Center between 10 a.m. to 1 p.m. If you have any questions, please reach out to Tiauna Blair at [TBLair@lindenwood.edu](mailto:TBLair@lindenwood.edu).

Can't make FAFSA Frenzy on Jan. 25? It will also be held on Feb. 22, March 7, and March 28.

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## **Journal of Educational Leadership in Action Winter 2020 Issue**

The winter 2020 issue of the [Journal of Educational Leadership in Action](#) (ELA) is now available. This issue of the journal highlights a variety of perspectives on leadership focusing on needs of middle leaders in Vietnam's international schools, special education teacher evaluations, emotional aspects of principals' work, phenomenological research to understand schools' cultural phenomena, gender representation of professional mathematics organizations, student achievement in low socioeconomic areas, fundraising in higher education, online versus traditional learning, and doctoral students' view of research. The editors of ELA welcome and value your readership and [encourage you to submit for future publication\(s\)](#).

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## **The Center for Experiential Learning is Seeking Professional Attire Donations**

Lindenwood University's Center for Experiential Learning is hosting it's Fourth Annual [Suits for Success professional clothing drive](#)! This initiative strives to provide students and alumni with access to professional dress to create a positive first impression to potential employers. The program is free to students and alumni.

The center will happily collect any professional items; however, the following items are currently out of stock:

- Men's Suit Jackets
- Men's Dress Shirts--Small, Medium, and Large

- Solid-Colored Ties
- Professional Women's Blouses

If you would like to donate, items may be dropped off in LARC 229A or arrangements can be made for pick-up. Attached is a Suits for Success brochure and flyer containing additional information. Please feel free to share with colleagues, community partners, and friends. A charitable contribution form is available for your records upon request. If you have any questions, do not hesitate to contact [careerservices@lindenwood.edu](mailto:careerservices@lindenwood.edu) or 636-949-4816.

Thank you for your time!  
-The Center for Experiential Learning

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## 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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## 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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## 42 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 [Pamela Avila](#).

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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.



LINDENWOOD  
UNIVERSITY  
LEARNING ACADEMY

**New Canvas Gradebook Workshop**  
**Jan. 13–17, 12-1 p.m.**

## LARC 217

On Jan. 1, 2020, Canvas transitioned 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.**

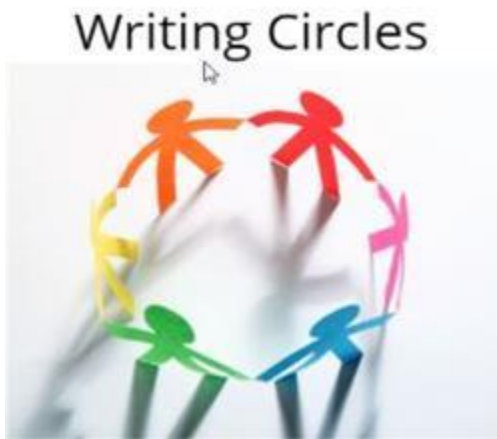
**Dunseth Auditorium**

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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## 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



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

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

## 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](#)

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- 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

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- 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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