

LINDENWOOD
UNIVERSITY

DIGEST
EMPLOYEE NEWSLETTER

Today's Headlines

February 4, 2020

Library Services Awarded \$13,000 Grant

Megan Phifer-Davis, outreach and e-learning librarian, was awarded a \$13,000 grant from the National Network of Libraries of Medicine to bring a mental health speaker to Lindenwood's campus. In collaboration with the Student Counseling Resource Center, the grant will bring mental health activist Kevin Breel, known for his TED Talk "Why we need to talk about depression," to Lindenwood on March 23 to discuss mental health and ending the mental health stigma. Along with the speaker, the grant will fund four mental health engagement activities and a curated personal health book collection. Phifer-Davis thanks Michael Leary for his help and encouragement through the whole process. More information on time and place is forthcoming.

Employee Guidebook Change Notification

Lindenwood University has made the following change to the 2019-20 Employee Guidebook:

Page 40: The policy on intellectual property has been updated

Appendix C: The appendix on intellectual property has been updated.

The Employee Guidebook is available in the Useful Links section of Workday.

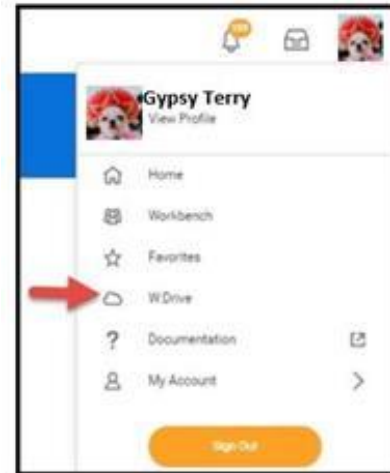
Electronic Version of the 2019 1095-C Forms Now Available in Workday

An electronic version of the 2019 1095-C form is now available in Workday.

To access your forms, click on the "Pay" worklet and choose "My ACA Forms" under the "My Statements" menu. If your form does not automatically pop up after the processing window disappears, you can find it on your W: drive in Workday or in your notifications.

Paper copies of the 1095-C forms will be mailed to the home address on file.

If you have any questions, please reach out to the benefits office at cterry@lindenwood.edu.



Lindenwood Choirs to Perform with St. Louis Philharmonic Orchestra



On Feb. 21, choirs from Lindenwood University's Music Program will join choruses from St. Charles Community College and St. Louis Community College - Meramec in performance with the [St. Louis Philharmonic Orchestra](#). The concert begins at 8 p.m. in the Lindenwood Theater at the J. Scheidegger Center for the Arts.

Lindenwood University students, faculty, and staff can pick up two FREE tickets for this special concert with their Lindenwood University IDs at the Scheidegger Center box office. Visit LUBoxOffice.com for complete details on this performance.

How African-Americans Shaped Society from a Religious, Fashion, Criminal Justice, and Historical Perspective

Lindenwood University will host a panel discussion, "How African-Americans Shaped Society from a Religious, Fashion, Criminal Justice, and Historical Perspective," from 4 to 5 p.m. on Tuesday, Feb. 18, in the Library and Academic Resources Center Theatre.

Panelists:

Dr. Ted Cohen, Associate Professor, History

Rev. Dr. Nichole Torbitzky, Assistant Professor, Religion

Dr. Chajuana Trawick, Endowed Chair, Fashion Business & Design

Dr. Pernel Witherspoon, Professor, Criminology & Criminal Justice

Moderator:

Dr. Shane Williamson, AVP, Student Life & Diversity/Chief Diversity Officer

Full-Term Classroom Changes in EMS & CAMS

Lindenwood recently transitioned to the EMS scheduling system, and feedback has been positive regarding the transparency of the spaces utilized. A few procedures are in place for instructors who would like to move their classrooms for a full term. Classroom assignments must be updated in the CAMS portal and EMS. This requires the Office of Academic Services to be notified. Requests for use of classrooms for one or two times during the term will continue to be placed through EMS.

Please follow the steps below for moving a course for the full term.

1. ADA requests - a. Contact Jeremy Keye at 636-949-4510 or JKeye@lindenwood.edu if the move of classroom is for ADA needs. He will then reach out to the associate registrar requesting the change.
2. Full-Term Classroom Change - a. Contact Associate Registrar Mary Stacy-Brewer at 636-949-4331 or MStacy-Brewer@lindenwood.edu.
 - b. Provide the department, course ID, and section of the courses to be moved. Ex: AAD 10100.01
 - c. List preferred building(s), classroom(s), and alternatives
 - d. List preferred furniture (desks vs. tables/chairs) and if the furniture is required to be mobile within the space for group work.

Confirmation of the classroom change is not official until you have been notified by Stacy-Brewer.

Pronouns in Canvas

Lindenwood Online, Academic Services, and the Center for Diversity & Inclusion are partnering together to introduce Pronouns Now on Canvas. All Lindenwood Lions are invited to add their pronouns to their [Canvas accounts](#) and the steps to do so are listed here: Account > Settings > Edit Settings > Pronouns > Select Pronouns > Update Settings. If you have questions about this process, please contact [Jennifer Spellazza](#). #LionsUnited

An Invitation to Participate - Provost Search

Dr. Marilyn Abbott has announced that she will retire from the role of provost in June. The search for her replacement has been underway. There were 75

applicants for this position, and the screening committee has narrowed it down to three.

All faculty, staff, administrators, and student government representatives are invited to meet the finalists at 8:45 a.m. on Feb. 3, 4, and 5 in the Scheidegger Center's Lindenwood Theater. The candidates will share their professional backgrounds and present on a topic provided by the screening committee. The presentations will be followed by a short Q&A session. Attendees will be asked to complete a five-question survey that will be reviewed as part of the final selection process.

Please take part in this important opportunity.

Make-A-Wish Fundraiser - February 4

Join the Student-Athlete Advisory Committee at Ruma's Deli and Big Richards in St. Charles from 11 a.m. to 8 p.m. on Tuesday, Feb. 4. Present an LU-stamped coupon for \$2 off your meal, and each coupon will go toward fundraising for Make-A-Wish. Pick up a coupon from the Academic Success Center (second floor of the Student-Athlete Center) or contact Casey Finnell. Athletics appreciates your support of its wish-granting efforts!



Faculty Promotion in Rank

Faculty may now begin the promotion in rank application process. If you wish to apply for promotion in rank, please see this [training video](#) and [PDF](#) that will walk you through the process. The deadline to check eligibility for promotion in rank is Feb. 7, 2020. If you have questions while completing your application, please reach out to Jen Hennings (JHennings@lindenwood.edu) in Human Resources.

UNIV Freshman Seminar Proposals - Fall 2020

The office of Student and Academic Support Services—First-Year Programs (SASS-FYP) is currently accepting proposals to teach one of its Freshman Seminars. The concept of the Freshman Seminars is to connect incoming students to full-time faculty members through creative and innovative seminar topics. Each seminar will be unique to the individual instructors, who will have an opportunity to pass on their passion for their particular areas of study. SASS-FYP is looking for seminars that represent a broad range of degree programs.

Course Content

- Curricular content (Faculty Administered)
 - o Critical Thinking
 - o Written Communication
 - o Engagement in current practices / events for each degree/area of academic focus
 - o Career Connection – student organizations, professional associations
- Co-Curricular (SASS-FYP-administered)
- o University Required Assessments
 - College Student Inventory, Alcohol Education, Sexual Assault Awareness, Mid-Year Student Assessment, Resume and Career Meeting,

Course Details

- 1 Credit Hour–Meets once a week for the fall 2020 semester
 - \$1000 stipend for instructors whose seminars are accepted into the program.
- [Attached is the proposal form](#) and the course week by week planning guide.

All proposals and rough drafts of the [week-by-week planning guide](#) should be submitted to Sarah Leassner at SLeassner@lindenwood.edu. The submission deadline is Wednesday, Feb. 5, 2020, at 5 p.m. If you have any additional inquiries regarding the program, please contact Sarah Leassner at SLeassner@lindenwood.edu or 636-627-4627.

24 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.



MOMENTS

Q2 does it again! Have you noticed the new look to the front of the LARC? The new walkway, curb cutout, and ramp show the care and concern that Lindenwood has for our student community. Our staff, faculty, and students collaborated to determine how we can make the LARC entrance a safer and an easier space to access. It was through this collaboration we now see the results of the time, energy, and action of all involved to make our space a better place.



Thank you to all who were involved in this Q2 Moment!

-The Q2 Team

LINDENWOOD
UNIVERSITY
LEARNING ACADEMY

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

- **Safe Zone Training:** Feb. 6 from 10 a.m. to 12 p.m., Hyland VIP Room, Evans Commons
This is an interactive training for Lindenwood University faculty, staff, and

students to help them understand how to support and advocate for LGBTQI students, faculty, and staff. Participants will examine LGBTQ+ identities, gender, and sexuality. [Click Here](#) to register.

- **Designing Classroom Assessments to Reduce Inequities**
Feb. 11, 9 – 11 a.m.
Roemer Hall, Room 223

Dr. Karen Singer-Freeman, director of academic planning and assessment at the University of North Carolina at Charlotte, will present “Designing Classroom Assessments to Reduce Inequities.” This workshop will present a theoretical framework for culturally responsive assessment practices, and participants will discuss possible applications for student learning. The objectives of this session are for participants to:

- identify features of assessment types that may produce false evidence of achievement gaps
- evaluate whether assessments are equitable in their classes
- implement changes to their assignments that will support increased equity.

This session is designed for teaching faculty members and administrators that have an interest in reducing achievement gaps. Participants will gain an understanding of how assessment choices may perpetuate achievement gaps and learn about best practices to increase equity in assessment. [Click Here](#) to register.

Second Annual Keep it Real Session

Feb. 12, 3:30 – 5 p.m.

Feb. 13, 2:30 – 4 p.m.

AB Leadership Room

This powerful participatory session challenges students, faculty, and staff to examine their own biases and work together to learn how to achieve inclusive excellence. Goals of this program are to help foster a culture of understanding, support, an acceptance within our campus community and to create an inclusive environment in which all members feel respected and welcomed. Leslie Robinson, creator of the “Keep it Real” game, psychotherapist, and entrepreneur, will present the session. “Keep it Real” is an interactive board game that provides a safe space for people to explore and share their beliefs, feelings, memories, reflections, struggles, and dreams. [Click Here](#) to register.

Teaching Tips from a Veteran

In a recent Faculty Focus essay, a retiring professor reflects on instructional strategies that were most successful in his classroom. Read the essay [here](#).

In Case You Missed It: Lessons Learned about Grant-writing from Guest Speaker, Dr. Ben Moore

Recently, Ben Moore, director of the Bosnia Memory Project and associate professor of English at Fontbonne University, spoke at Lindenwood about his failures and successes in securing grant funding for his work. For those who couldn't attend, here are a few of the many lessons he shared:

- Ideally, a project should drive the search for funding, not the other way around.
- Start with small grants (less than \$10,000). The work funded by these helps to establish the track record needed to secure larger ones.
- Collaboration is especially attractive to funders. Having an organizational partner(s) is sometimes required to secure a grant.
- Apply for multiple grants multiple times. You will get better at articulating your projects and goals.
- Even if not required, include an assessment plan with measurable outcomes.
- Consider writing release time (via salary replacement) and/or administrative help into your grant application.



Are you interested in attending the Teaching Professor Conference in May? Former Faculty Fellow and Nonprofit Administration Professor Julie Turner has also been selected to present at the conference. Please join in congratulating Julie on this accomplishment, and if you are interested, [click here](#) to register.

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

- Safe Zone 2.0: Feb. 17, from 1 to 3 p.m., Hyland VIP Room, Evans Commons
- Safe Zone 2.0: Feb. 20 from 10 a.m. to 12 p.m., Hyland VIP Room, Evans Commons
- Lindenwood University Retention Retreat: Feb. 20 from 2:30-4:30 p.m., AB Leadership Room

Excused Absences

The following students will be on a field trip on Thursday, Feb. 6, from 10:30 to 2 p.m. at the St. Charles Historical Society for Jeanie Thies's Political Literacy class. Please excuse them from classes during this timeframe. Thank you!

Bertels, Lydia	Bideri, Eric
Charles, Andrea	Gable, Gabriela
Green, Marshall	Hernandez, Angelica
Horstman, Bryce	Hughes, Sarah
Kennebeck, Daniel	Lane, Jalisha
Link, Morgan	Okamoto, Hikaru
Oliveros Criado, Jorge	Purcell, Kailee
Savage, Alyssa	Schulz, Malcolm
Silinzy, Elaine	Williams, Michael
Wongjarouskul, Supakorn	

Upcoming Events and Deadlines

- Feb. 6 - Heartland Art Club Members Exhibition opening reception, 6-8 p.m., Boyle Family Gallery
-
- 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. 18 - [Langenberg Speaker Series](#) - [Bob Chitester](#), 3-4 p.m., Dunseth Auditorium
-
- Feb. 20 - Spring Career Fair, 2-5 p.m., Evans Courts
-
- Feb. 22, March 7 & 28 - FAFSA Frenzy, 10 a.m. - 1 p.m., Spellmann Center computer lab

-
- April 7 - Student Research Conference, LARC
-

[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.](#)

209 S. Kingshighway
St. Charles, MO 63301

To learn why you received this and how to remove yourself from the list, see [Privacy Policy](#)
[Review / edit information about you](#) | [Unsubscribe](#)



Generated by

[Learn more](#)