# LINDENWOOD
## U N I V E R S I T Y

## DIGEST
### EMPLOYEE NEWSLETTER

# Real Appeal Wellness Program Available

Real Experience. Real Success. Why not Real Appeal?!

As a reminder, Real Appeal is FREE 52-week lifestyle and wellness program for those enrolled in the medical insurance plan! However, Real Appeal has created a Staying Well Together page that is available to ALL employees during this time that includes tips, resources, and Real Appeal home workouts!  Real Appeal is an excellent resource designed to help you stay on track with all of your health and wellness goals while at home. To get started, all you need to do is click here and register!

## School of Health Sciences Donates Personal Protective Equipment to SSM Health

Lindenwood University's Department of Paramedicine and School of Health Sciences has donated hundreds of masks, gloves, and scrubs to SSM Health to help address shortages in personal protective equipment faced by area healthcare providers.

[Read the full story.](#)

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**New Library Resource Available to Find Open Educational Resources and More!**

Are ypu having trouble navigating multiple OER platforms or identifying DRM free materials for use in your courses? Check out the new resource provided by Library Services, *Faculty Select*.

*Faculty Select* can be accessed via the faculty portal and allows access to many of these resources in one place using a single search interface. *Faculty Select* includes

· Aggregated content from Open Textbook Library, BC Open Textbooks, SUNY Open Textbooks, and OAPEN.

· Searchable DRM free EBooks for purchase by the library to be used in lieu of textbooks.

· A single Ebsco search interface.

· Expected addition of OER content from Merlot and Openstax

To access *Faculty Select* through the faculty portal, watch this [30-second video](#) brought to you by Megan Phifer-Davis. If you have any additional questions about this resource, please feel free to contact a librarian at [LibrarySTC@lindenwood.edu](mailto:LibrarySTC@lindenwood.edu).

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# Faculty/Staff Evaluation Reminder

Remember to upload evidence throughout the year to avoid the last-minute rush!

For the purpose of supporting and sustaining a culture of continuous improvement, Lindenwood employees participate in an annual, formative, and evidence-based evaluation process. Performance standards and indicators are aligned with the mission and values of the university and job description for each position.

EVALUATION PORTAL
[Click here](#) to access your Evaluation Portal (log in using your Lindenwood

username and password). If you are not in your portal and wish to email your evidence remotely from your Lindenwood email to your evaluation file, you can send notes, files, pictures, etc... to [ebesevidence@appointlink.com](mailto:ebesevidence@appointlink.com). Evidence sent remotely will appear in your evaluation portal as "Uncategorized Evidence" that you can assign to the appropriate performance indicator(s) at your convenience.

Evaluation Cycle Begins/Portal Open for Adding Evidence
January 1: Faculty and Academic Administrators
September 1: Staff, Staff Administrators, and Coaches

Portal Open for Completing Self-Evaluation
October 1: Faculty and Academic Administrators
May 1: Staff, Staff Administrators, and Coaches

Self-Evaluation Due Dates
November 15: Faculty and Academic Administrators
July 15: Staff, Staff Administrators, and Coaches
Once you've completed and submitted your self-evaluation, please schedule a meeting with your supervisor.

Final Evaluation Due Dates
January 15: Faculty and Academic Administrators
August 15: Staff, Staff Administrators, and Coaches

Final Evaluation Sign-Off Due Dates
January 22: Faculty and Academic Administrators
September 1: Staff, Staff Administrators, and Coaches
If you have questions about the evaluation process, please contact your supervisor. For technical assistance with the evaluation portal, please contact [HelpDesk@lindenwood.edu](mailto:HelpDesk@lindenwood.edu).

Thank you,
Dr. Deb Ayres
Vice President, Human Resources

## Hammond Institute Faculty Publish Two More Op-Ed Articles, Provide COVID-19 Resources, Projections

Faculty members in the [Hammond Institute for Free Enterprise](#) continue to publish Op-Ed articles statewide related to the COVID-19 pandemic, including

[Dr. Rik Hafer](#) -- [Higher Education Takes Brunt of Governor's Spending Freeze](#) (Three Rivers Publishing - 4-7-20). Hafer was also featured last week on KRMS Radio in Osage Beach.

[Dr. Grant Black](#) -- [No Time Like the Present to Become a Family with Economic Common Sense](#) (Three Rivers Publishing - 4-13-20)

As a side note, Three Rivers Publishing is the parent company for the *Cuba Free Press, Saint James Press*, and the *Steelville Star-Crawford Mirror.*

For more information about the Hammond Institute's ongoing [Op-Ed Campaign](#), please visit the [website](#) or call 636-627-2915.

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## Centene Community Ice Center to Host 2022 ACHA National Championships

The American Collegiate Hockey Association (ACHA) has announced that St. Louis and the Centene Community Ice Center, the home for Lindenwood men's and women's ice hockey in Maryland Heights, Mo, will host the 2022 ACHA National Championships.

## Alumni Award Nominations Deadline is April 30

Alumni Relations is excited to continue a long-standing tradition of presenting awards to Lindenwood alumni based on their dedication to Lindenwood and the community. All nominations will be reviewed by a committee, and recipients will be honored at the 2020 Reunion & Homecoming Weekend. This year, there are three awards: Alumni Merit Award, Alumni Service Award, and Young Alumni Award. All students, staff, faculty, and alumni may nominate alumni. The deadline to nominate an alumnus is April 30, 2020. [Click here](#) for the nomination form. All questions can be sent to Rachael Heuermann at [rheuermann@lindenwood.edu](mailto:rheuermann@lindenwood.edu) or to 636-949-4964.

**Lions' Relief Fund Launched to Help Students**

Many in the Lindenwood University community have been impacted by COVID-19. Because of this, the Advancement Office has created the new Lions' Relief Fund to help Lindenwood students who need it more than ever. Please pass along the information about the Lions' Relief Fund to others who care about student success and may also wish to contribute.

The Advancement Office wants to recognize those who are donating to this new Lions' Relief Fund. If you or someone else you know donates, please send a photo with the reason for donation to alumni@lindenwood.edu.

**#LionsGive #LionsUnited**

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## Stay Connected with Flat Leo!

Are you looking for a fun way to stay connected while at home? Alumni Relations is collecting Leo adventures with the new #FlatLeo, so snap a photo of yourself hanging out with Leo in the wild (a.k.a your house) and add it to the collection by using the hashtag #FlatLeo and #LionsUnited and tag it to the Lindenwood University Alumni Facebook page!

Download Flat Leo Here.

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## Lindenwood University Book Club Debuts

The Office of Alumni Relations and Library Services are partnering up to start a book club! They will use Goodreads as the hosting platform for the book club. This platform allows the club to have its own Lindenwood University group, polls about which books it would like to read, discussion boards, and events so that the book club can meet. The next few weeks, the club will be selecting its first book, so don't miss out on the conversation! All staff, faculty, students, and alumni are invited to join in on this new initiative. If you would like to join the book club, please

email alumni@lindenwood.edu or visit goodreads.com to get added to the group

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**Student Success Stories Sought by Alumni Relations**

Alumni are interested in hearing about student success stories during this quarantine time! If you have success stories about Lindenwood students, please email them to alumni@lindenwood.edu. They will be sent out to alumni and shared across the institution over these next few months.

# LINDENWOOD
## U N I V E R S I T Y
### LEARNING ACADEMY

**The Staff LinkedIn Learning Challenge – Click here to learn more.**

Are you looking to learn while also having some fun, friendly competition with a chance to win prizes and bragging rights? Join The Staff LinkedIn Learning Challenge. There are two ways to play, by **division** and **individually**. Some have already begun the challenge!

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*LinkedIn Learning Challenge Leader Board:*

**1st Place** – **Human Resources** with 69% completion
**2nd Place** – **DEMSE** with 52% completion
**3rd Place** – **Advancement and Communications** with 6% completion

To see all results, [click here](#)!



## LinkedIn Challenge - Current Standings

| Divison | Count of Completed Course | Count of VP Sup Org | Completion Percentage |
|---|---|---|---|
| Academic Affairs (Marilyn Abbott) | 4 | 92 | 4% |
| Advancement and Communications (Orrie Covert) | 1 | 17 | 6% |
| Enrollment Management and Student Engagement (Terry Whittum) | 56 | 108 | 52% |
| Fiscal Affairs (Frank Sanfilippo) | | 10 | 0% |
| Human Resources (Deb Ayres) | 11 | 16 | 69% |
| Information Technology Administration (TJ Rains) | | 23 | 0% |
| Intercollegiate Athletics and Campus Recreation (Brad Wachler) | 3 | 137 | 2% |
| Operations Management (Diane Moore) | | 99 | 0% |
| (blank) | | | |
| Grand Total | 75 | 502 | 15% |

## Mindfulness in the Workplace Presentation is Available

Check out this presentation from Employee Fellow Elizabeth Snell, [Mindfulness in the Workplace](#).

**Additional Resources**

A variety of 30-minute meditations are available on the hour, 24 hours a day, during the work week for free:

[Mindful Leader](#)
[3x3 mindfulness Ted Talk](#)
[The science behind mindfulness](#)
[Scientific Rigor](#)
[8 Reasons for Mindfulness](#)
[Destress Monday](#)

## Track and reflect on your development with a Personal Learning Log!

We're all learning new things right now – how to work remotely, how to teach online, how to adapt to change – and, perhaps, some of us are also seeking out formal learning opportunities. Don't take this development for granted or lose track of what you've learned! Use our handy [Personal Learning Log](#) template to track what you're learning and how you'll use it. This will not only help you reflect on your learning and apply new knowledge and skills, but will be a great reference document for you when it comes to

performance evaluation time.

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### *How Faculty Can Support Students in Traumatic Times*

The *Chronical of Higher Education* offers a [free collection of articles](#) (with a simple registration) on coping with coronavirus. These are worth reading if you are a faculty or staff member who directly supports students.

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### Trauma-Informed Pedagogy: Teaching in Uncertain Times

Magna Publications is offering a free live online seminar titled [Trauma-Informed Pedagogy: Teaching in Uncertain Times](#) to help educators further learn about how they can talk with their students about trauma and acquire further strategies they can use to help their students continue learning in the midst of this pandemic. To register to this live seminar for free, enter coupon code 428MOS in the cart prior to checkout. The coupon code and registration for this live seminar both expire at 8 a.m., central time, on Monday, April 27.

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### *A Personal Note on Faculty Development from Director of Faculty Development, Kristen Norwood*

I want to acknowledge the incredible efforts by faculty who swiftly made significant adjustments to their courses and, in some cases, their pedagogical approaches as learning at Lindenwood went fully online. I have personally seen faculty ready to learn new technologies to make courses engaging or accessible, happy to exercise compassion and flexibility with students, and doing all they can to ensure students continue learning despite current challenges. I have also seen faculty eager to support one another. The Learning Academy's Canvas discussion board has been active with faculty sharing ideas and resources, asking questions, and troubleshooting one another's issues. It's been inspiring to see faculty, both full- and part-time, so devoted to development for students' sake. I look forward to hosting a forum for faculty to share what they've learned and all they've done when the semester winds down in May. Start thinking now about the victories and lessons learned you'd like to share. Thank you all for what you're doing!

Kristen

## List of Helping Opportunities from Pandemic Now Available

This is a tough time for everyone, but many of us are among the more fortunate because we are able to continue working and don't fall into high-risk groups for becoming ill. If you would like to help those harder hit by the pandemic, you can find a list of marginalized groups and ways to support them on this site.

## Upcoming Events and Deadlines

All in-person events have been cancelled until further notice. See the list of all virtual events.

**April 21** - Virtual Leadership Series: Learning From Leadership's Missing Manual, 4 to 5 p.m., Link will be available on Student Involvment's Facebook page

**April 23** - Personal Finance 104 Webinar: Credit and Loans - 6 to 7 p.m., the webinar is free, but registration is required.

If you would like to have a virtual event posted, please send any applicable posts via the online Marketing and Communications project request form.

## 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.