

[Link to view in browser](#)



Today's Headlines

February 8, 2019

Spring Semester - 4-week Grades and First-Half Midterm Grades

Faculty,

Four week grades and first-half midterm grades will be due at noon on Monday, February 11. The grade pull from canvas will occur on Tuesday, February 12. I've attached instructions that explain how to enter [special grades](#) (AH, BH, I, AF, or N) and the [flow chart](#) describing the difference between an N grade and an AF grade. Please let me know if you have any questions. Thank you.

AF: This grade is given when a student stops attending a particular class prior to the published deadline (Feb. 15, 2019 for first half courses and March 29, 2019 for full-length courses) to receive a grade of W but does not withdraw from the course. The grade of AF is treated as a grade of F in the calculation of the student's grade point average.

N: A grade of N is assigned when a student appears on the roster but NEVER attended the course. Students should receive a never attend grade if they do not complete any assignments for [online](#) courses. Once verified, the course will be dropped from the record and will not be listed on the student's transcript.

Christine Hannar

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Assessment Tip of the Week: Closing the Loop: An Example from the School of Health Sciences

Guest Contributors: Jessica Randolph and Tom Godar, Assistant Deans in the School of Health Sciences

The Senior Oral Practical is a comprehensive oral practical exam that is used by the Athletic Training program to assess their students in their final year of the undergraduate program. This assessment tool has been utilized for over 10 years in the program. The oral practical is a comprehensive, hands-on assessment of student learning that is scenario based. Students complete standardized patient simulations to assess their clinical skills, critical thinking, and an application of all coursework throughout the program. [Read more](#)

Staff Award Nominations Closing

21 days till staff award nominations close for this year. Get your nominations in now! If you know an outstanding staff member, please submit a nomination for them at the link below. There's also an opportunity to get fabulous prizes for being a nominator so don't delay.

<https://www.lindenwood.edu/human-resources/staff/staff-award-nominations/>

Grant Writing 101

Come to the LARC Theatre on Thursday February 14 at 1 p.m. for our third panel discussion through the Lindenwood University Learning Academy's Fellowship program for Communications. Hear from **Mike Leary** - director, Research and Compliance, Institutional Effectiveness, **Julie Turner** - professor, Nonprofit Administration, Plaster School of Business and Entrepreneurship, **James Hutson** - associate professor, Art & Design, School of Arts, Media, and Communications, and **Megan Phifer-Davis** - librarian, Outreach and E-Learning to learn about:

- University policies and procedures when applying for a grant
- How to identify a grant that is appropriate for your project
- How to obtain a research grant
- How to obtain a grant that supports departmental objectives

If you can't make it, let us know and we will provide a Zoom link prior to the session, or you can watch the recorded session at a later time. If you have any questions, please contact Liz MacDonald emacdonald@lindenwood.edu or Sue Edele sedele@lindenwood.edu.

Linden Scroll Accepting Nominations

Linden Scroll is an honorary society comprised of students who excel academically (cumulative GPA of 3.50 or higher) and have a dedication to both the University and the community as a whole. Linden Scroll members are exemplary students who have served as student mentors, engaged in University and service events, and carry forward the historical purpose of the University.

It is an honor for students to be nominated, and all nominees will have the opportunity to accept or decline the nomination based on their own personal situation.

Should you have students who fit the criteria, please forward names (and ID numbers if possible) to my attention at sleassner@lindenwood.edu by Friday, March 22, 2019.

Thank you in advance for your time and nominations.

Tutoring Services Available for Students

The comprehensive schedule of on-campus tutors is now available on the [Tutor Services web page](#). This schedule lists all available tutors on the St. Charles campus by subject as well as location and availability. If your department has tutors who are not listed on the current schedule, please contact Ryan Yarber at RYarber@lindenwood.edu to have them added.

Several other academic tools are also available on the Tutor Services page including information about Smarthinking and PrepStep services. Please share this information with students and colleagues. Any questions about these services can be sent to SASS@lindenwood.edu.

Adjunct Faculty Member Scott to Receive Leadership Award

Dr. Karen Scott, a Lindenwood adjunct faculty member, will receive the 2019 Excellence in Literacy Leadership Award, presented by Reading Recovery teacher leaders. [Read more](#)

Lindenwood Learning Academy- Grand Opening



The Lindenwood Learning Academy celebrated its grand opening on January 23, 2019. The *Learning Academy* offers comprehensive opportunities related to employee development in four broad themes; *Knowledge and Skills, Compliance, Safety, and Wellness*. All learning opportunities are intended to strengthen the culture of the University. Please see our upcoming events below.

[Learning Academy Workshops: Jan. 30-Feb. 8](#)

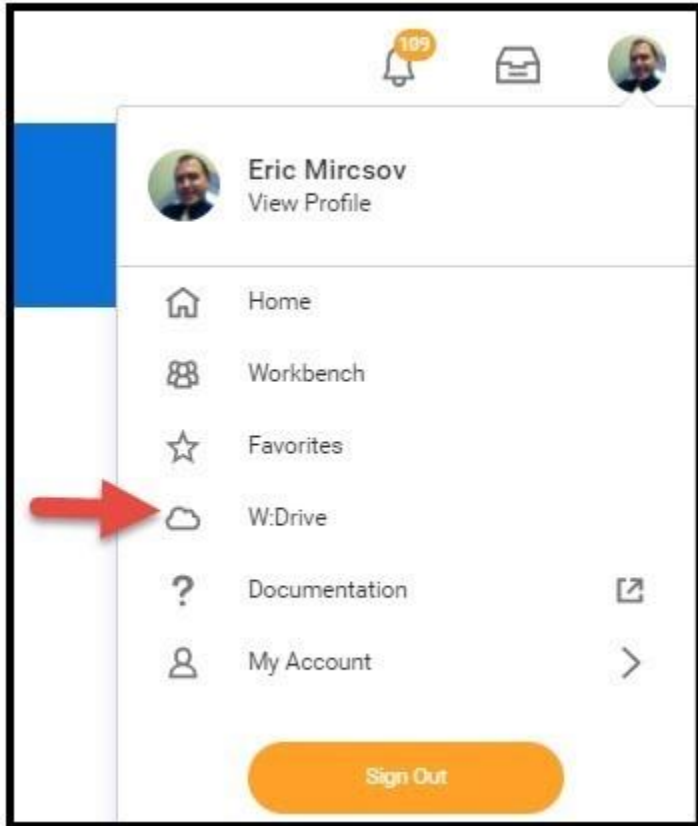
Previously in the Digest

Presenter Needed for Leadership Series

We are seeking a presenter for a leadership series on Feb. 27 from 3 – 4 p.m. titled, “What TO PUT on Social Media.” The basis of this session will be from the question “What does successful student leadership look like in our digital age?” Anyone interested in speaking on this topic should contact Rachael Heuermann at rheuermann@lindenwood.edu

Electronic Version of the 2018 1095C Forms are 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 1095C Forms will be mailed to the home address on file.

If you have any questions please reach out to the Candace Terry
cterry@lindenwood.edu

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 the PDF](#) that will walk you through the process. The deadline to check eligibility for promotion in rank is Feb. 8, 2019. Please contact your faculty chair, Annie Alameda (AAameda@lindenwood.edu) or Jen Welsh (JWelsh@lindenwood.edu), if you have a question regarding your eligibility.

If you have questions while completing your application, please reach out to Josh Elliott (JElliott@lindenwood.edu) or Jen Sharpe (JSharpe@lindenwood.edu) in Human Resources.

Honors Convocation Nominations Now Accepted

Please take this opportunity to review the award categories below for the April 2019 Honors Convocation and submit a nomination for eligible candidates. Nominations for these awards are due in writing to the Office of the Provost, attention Zach Alley, no later than **February 15**. The nomination should take the form of a reference letter detailing the achievements of the student so that the selection committee has the information needed to make a fully informed decision. [Read more](#)

Summer Camp/Conference Facility Requests

If you are interested in hosting a camp or a conference on campus this summer, please view the [Summer Facility Request Guidebook](#) and then submit a proposal to [Samantha Kennedy](#) no later than March 2, 2019. Proposals are handled on a first come, first serve basis so room availability is limited. Additional questions and internal pricing sheet requests can be directed to Samantha Kennedy.

Faculty Award Nominations Accepted through March 20

Faculty,
Nominations for faculty awards are now being accepted through **Wednesday, March 20**. More information can be found on the Lindenwood Faculty Canvas shell and by clicking [here](#).

We have great faculty, let's recognize them!

Annie Alameda
STC Faculty Council Chair

Faculty Regalia Order Portal Now Open

St. Charles Faculty – The Herff Jones faculty portal is now available to take regalia orders. The deadline to place an order will be March 23 with an anticipated arrival date of April 23. Please click the link below if you need to place an order.

<https://facultydirect.herffjones.com/>

Student Research Conference Submissions Now Accepted

It is that time of year again, everyone: The [2019 Student Research Conference submission portal](#) is open and is accepting faculty recommendations and student submissions.

Students who are working on or who have completed original research papers or creative projects can be nominated by a faculty member to participate in the Student Research Conference. Students can either display a poster or give a presentation of their work at the conference. [Read more](#)

Events and Deadlines

- Tuesdays and Thursdays: Power Hour training, 11 a.m. - noon, Fitness Center
- [Spring 2019 Group Exercise schedule](#), Evans Commons Rec Center
- [Black History Month Events](#)
- Through March 10: [Pedro Linares Family Cartoneria Exhibition](#), Boyle Family Gallery
- Feb. 12: Faculty Reads Series: Dr. Chris Scribner and Dr. Colleen Biri, 2:30 p.m., LARC Theater
- Feb. 13: Practice LSAT, 4:30 p.m., Spellmann Center 4190.
- Feb. 21-23: [Our Town](#), 7:30 p.m., Lindenwood Theater
- May 15: Assessment Summit, 9 a.m. - 3:30 p.m., J. Scheidegger Center

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