



May 4, 2018

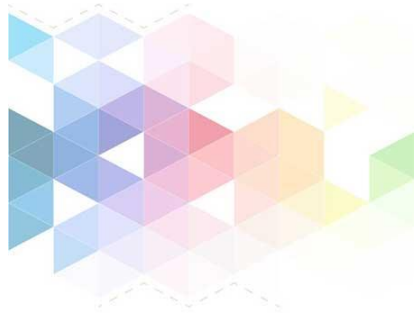
Today's Headlines

Final Grade Deadlines

Please refer to the chart below that lists the deadline dates for final grades along with the grade transfer dates. Special grades will need to be entered in your faculty portal before the due date. The definitions for special grades [are linked here](#) along with instructions about entering these grades.

Term	Type	Due Date	Time	Grade Transfer Date (from Canvas to Cams)	Grade Transfer Time
SP SEM 18	final	Tuesday, May 8, 2018	5pm	Wednesday, May 9, 2018	8am
SP SEM 18-2nd half	final	Tuesday, May 8, 2018	5pm	Wednesday, May 9, 2018	8am
SP MBA II 18	final	Monday, May 7, 2018	5pm	Tuesday, May 8, 2018	8am

Academic Technology Services Offering Tech Workshops for Employees

Summer 2018
Workshop Catalog

Academic Technology Services is now offering workshops for Lindenwood employees. Join us on your lunch break **beginning May 25**. We will be offering a variety of tech topics to help you with your daily work activities. Each session is 30-45 minutes, and you will earn a certificate with each attendance. Please view the [catalog](#) or visit Training.Lindenweb.us for more information and registration. We hope to see you this summer!

May Workshops

- ✚ Admin Hacks
- ✚ The Secrets of Astra, the Scheduler
- ✚ Getting Smart with Lynda.com
- ✚ Linden Hacks
- ✚ Conquering the Technology Jungle, You Got This!

June Workshops

- ✚ Admin Hacks
- ✚ How to Use OneNote and OneDrive the Right Way
- ✚ Super Charge Your SharePoint
- ✚ Don't get Caught: Tips for Cyber Security and Phishing
- ✚ Superb Ways to use Sway

July Workshops

- ✚ Admin Hacks
- ✚ Conquering the Technology Jungle, You Got This!
- ✚ DIY Surveys and Research
- ✚ The Secrets to Astra, The Scheduler
- ✚ Getting Smart with Lynda.com
- ✚ Key Benefits of Planner

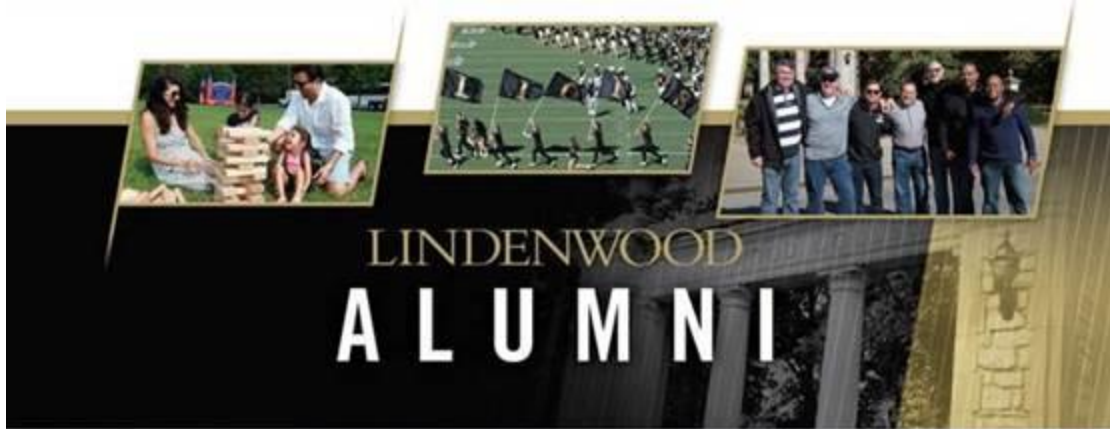
August Workshops

- ✚ Presentation Trends 2018
- ✚ How to use OneNote and One Drive the Right Way
- ✚ Don't get Caught: Tips for Cyber Security and Phishing
- ✚ Super Charge Your SharePoint
- ✚ 10-Point Accessibility Checklist
- ✚ How to Excel in Excel
- ✚ Linden Hacks

Lindenwood at Beale Street Concert Series May 9

Save the date! Lindenwood University will be at the Beale Street Concert Series next Wednesday, May 9, 6-8 p.m.

We'll have lots of goodies and a raffle so stop by our tent!



Streets of St. Charles-Beale Street Concert Series

Wednesday, May 9, 6-8 pm

Lindenwood Enrollment Management and Development/Alumni Relations are teaming up for a fun-filled evening with the music of Trixie Delight! Visit our table under the Alumni tent, enter a raffle, and win some Lindenwood swag! See you there!

Questions? Contact Michelle Giessman at alumni@lindenwood.edu . or Jen Spellazza at jspellazza@lindenwood.edu.

For more information: www.thestreetsofstcharles.com/event/Trixie-Delight-Beale-Street-Concert-Series/2145501788/

Thank You to Late Night Breakfast Volunteers

Student Involvement and Pedestal Foods would like to thank the wonderful faculty and staff that volunteered for Late Night Breakfast. This event was a huge success and we couldn't do it without you.

Adam Benkendorf

Cam Newman

DeJa Hayes

Elizabeth Killingbeck

Jessica Zemann

John Plunket

John Vanderpool

Joyce Norman

Kim Smith

Kyle Routh

Matthias Wood

Mike Elam

Nenad Curic

Rebecca Heinen

Rebecca Wood

Shane Williamson

Susan Gustafson

Nenad Curic

Assessment Tip of the Week: "Assessment Report Reminders and Assessment Days"

A message for academic programs as well as all administrative and co-curricular units

Annual Assessment Reports:

1. Don't forget – assessment is an ongoing process! There is no end point – it's all about **continuous improvement**.
2. Reports are due June 15 (School of ADP has a different deadline*). As you did last year, submit your reports via Canvas – if you have questions or have never submitted a report for your program before, contact Toni Josato, Academic Technology (AJosato@lindenwood.edu) or Jeremy Carnes, Director of Academic Assessment (GCarnes@lindenwood.edu). [Read more](#)

Sampling of Diversity, Equity, and Inclusion (DEI) Resources Related to Higher Education

In conjunction with this year's Assessment Summits (May 9 in St. Charles, 9 a.m.-noon; May 10 in Belleville, 1-3 p.m.) on the topic of "Diversity, Equity, and Inclusion (DEI) at Lindenwood", we have assembled a [sampling of DEI resources related to higher education](#). The document will be periodically updated and can be found as part of the tool kit on the [Diversity and Inclusion website](#) (Office of Student Life & Diversity - STC). If any questions, please contact David Wilson, Associate VP for Institutional Effectiveness/Chief Assessment Officer (DWilson@lindenwood.edu) or Shane Williamson, Associate VP of Student Life and Diversity (SWilliamson@lindenwood.edu).

Faculty News and Notes

Patterson-Mills Panelist for Illinois Principal's Association Webinar

On Wednesday, May 2, Dr. Sarah Patterson Mills was a primary panelist for a live webinar to Illinois Principal's Association Professional Development organization. Patterson-Mills created the content for the webinar and delivered the content with several current, past, and future Illinois School Counselor Association Presidents. The webinar was the first of its kind for the Illinois School Counselor Association and was initiated and coordinated by Patterson-Mills.

Three Belleville School Counseling students contributed original evidence based approaches to the metric section along with a few schools in the Chicago Public School System. Joelle Macke, Michael Turner, and Traci Gardner used multi-tiered interventions in their field experiences to produce solid evidence for their data informed interventions.

Mathison Hosts Discussion on Mental Health



Dr. Whitney Mathison, PhD, LPC, NCC of the Student Counseling and Resource Center, hosted a discussion on mental health with Sigma Sigma Sigma Sunday, April 8, 2018.

Expense Reports/Cash Advances

Currently approved cash advances and expense reports are processed each week using an approval deadline of 12 p.m. Wednesday. Effective the week of May 14, the deadline will move to Tuesday at 5 p.m. in order to be included in the weekly payment processing.

Please direct any questions to the Fiscal Affairs Office.

St. Charles Faculty Commencement Instructions

Please see the instruction for the commencement ceremonies: [Read more](#)

Finals Week and Summer Hours



EVANS COMMONS REC CENTER & THIRD
FLOOR TRACK FINALS WEEK HOURS

SAT. 4/28 – SUN. 4/29 10:00 A.M.—10:00 P.M.
MON. 4/30 – FRI. 5/4 7:00 A.M.—7:00 P.M.
SAT. 5/5 – SUN. 5/6 CLOSED

LINDENWOOD
LIKE NO OTHER



LION'S PRIDE
MARKET EXPRESS

WE WILL BE CLOSED ON
FRIDAY, MAY 4TH

Have a great Summer!



LINDENWOOD
Dining!

STARBUCKS IS OPEN!

MON. - FRI.
7:30 A.M. - 3 P.M.

*Come visit us and have a
great Summer!*



LINDENWOOD
Dining!

Library Services' Summer Hours

Friday, May 4 – Sunday, August 26

Monday – Thursday 7:30 a.m. – 8:00 p.m.

Friday 7:30 a.m. – 5:00 p.m.

Saturday 9:30 a.m. – 3:00 p.m.

Sunday 2:00 p.m. – 6:00 p.m.



Recent Editions

[The Digest archive](#)

[Belleville Digest archive](#)

Events and Deadlines

- **Each Monday-Thursday:** [Lindenwell Yoga and Zumba Classes](#)
- **May 8:** [“Culture and Opportunity in America”](#), 6:30 p.m., J. Scheidegger Center for the Arts
- **May 9:** [Annual Assessment Summit](#), 9 a.m. - noon, J. Scheidegger Center; Topic: "Diversity at Lindenwood"
- **May 9-11:** Assessment Days
- **May 15:** Presentations on Faculty Compensation, 9-10 a.m. and 2-3 p.m., AB Leadership
- **May 15:** Dr. Tawni Hunt-Ferrarini, [“Cryptocurrency”](#), 6-7 p.m.
- **May 15:** [Tech Tuesdays in the IDEA Studio](#)
- **May 18:** [Summer Tool Series at the IDEA Studio](#)
- **May 19:** [EdCampU](#)
- **May 19:** [Frankie Avalon](#)
- **May 27:** [Glenn Miller Orchestra](#)
- **June 15:** Annual 5-column Program Assessment Reports due for all academic programs, co-curricular & administrative units
- **Aug. 15:** Annual 5-column Program Assessment Reports due from School of Accelerated Degree Programs

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