



Jan. 12, 2018

Today's Headlines

Electronic W2's Now Available in Workday

Electronic versions of the 2017 W-2s are now available in Workday.

To access your forms, click on the 'Pay' worklet and choose My Tax Documents under the view menu.

Paper copies of the W-2s will be mailed to the home address on file.

If you have any questions please reach out to the payroll office at 636-949-4971.

Antivirus Software Update

In order to provide better endpoint virus and malware protection, the Lindenwood IT department will be installing a new Trend Micro Anti-Virus client on all Lindenwood owned devices over the next two weeks. Once the Trend Micro agent is installed on your machine, it will remove the old Microsoft agent. There should be no action required on your part.

Thank you,

TJ Rains

Vice President for Information Technology and CIO

Updates to the Employee Guidebook

Some additions and alternations have been made to the Employee Guidebook:

- An edit was made to the disciplinary policy on page 16.
- Edits were made to the policies for non-exempt employees on page 17.
- An Information Technology Acceptable Use Policy was added, starting on page 47.

The updated version of the Employee Guidebook can be found under “Useful Links” and “Guidebooks.”

NCAA Athletics Weekend Events

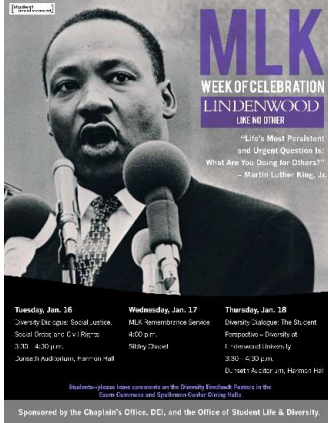


The Lindenwood basketball teams will be in action at Hyland Arena on Saturday afternoon. The Lady Lions will tip-off first with a 1:30 p.m. game against Pittsburg State. The doubleheader will conclude with the men’s team also taking on the Gorillas in MIAA action.



The Lindenwood women’s hockey team, fresh off an upset over No. 10 St. Lawrence last weekend, will return to conference play this Friday and Saturday at the Lindenwood Ice Arena. The opponent for the two-game series will be the Penn State Nittany Lions. Play begins at 6 p.m. on Friday evening, and Saturday’s game will start at 1 p.m.

MLK Week Events



[MLK Week events](#) are sponsored by the Chaplain’s Office, DEI, and the Office of Student Life and Diversity.

Tuesday, January 16

Diversity Dialogue: Social Justice, Social Order, and Civil Rights

3:30 – 4:30 p.m.

Dunseth Auditorium, Harmon Hall

Featuring Dr. Melissa Qualls, Dr. Andrea Boyles, and Dr.

Jeanie Thies

Wednesday, January 17

MLK Remembrance Service

4:00 p.m.

Sibley Chapel

Join us as The Rev. Karen Denise Anderson, pastor of The Ward Chapel AME Church in Florissant, MO, leads us in a service of Word and music in remembrance of Dr. MLK, Jr.

Thursday, January 18

Diversity Dialogue: The Student Perspective – Diversity at Lindenwood University

3:30 – 4:30 p.m.

Dunseth Auditorium, Harmon Hall

Featuring current students who will share their experiences at Lindenwood University from a diverse perspective.

Inaugural MLK, Jr. Leadership Award presented by Diversity, Equity and Inclusion Taskforce

Do you know someone apart of our campus community who embodies the work of Dr. Martin Luther King, Jr.? If so, nominate them for the MLK, Jr. Leadership Award. The Diversity, Equity and Inclusion Taskforce is now accepting submissions for this award in

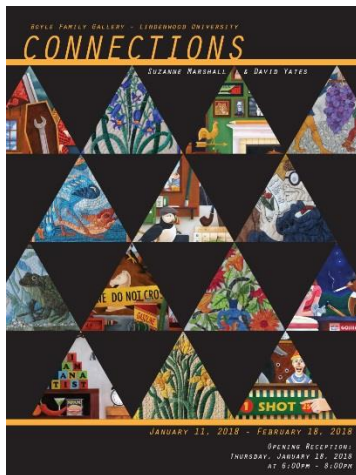
three categories; faculty, staff and student. Please submit nominations no later than Friday, January 19, 2018 by 5 p.m.

The intent of the MLK, Jr. Leadership Award is to grant distinction and recognition to those individuals in the Lindenwood University community who embody the spirit of Dr. King's work. We seek the nomination of individuals who embrace creativity, leadership, scholarship, and/or service towards an outcome intended to positively impact the Lindenwood community, with particular emphasis on such activities as they relate to the core values of diversity, equity, and inclusion at the heart of our task force's work.

Please follow the link below to submit your nominations.

<https://goo.gl/forms/j7fDqYHND8PL4C5W2>

Connections Exhibition



The first exhibition in the Boyle Family Gallery for the Spring 2018 semester is now open. "Connections" features the artwork of two renowned regional artists, quilter Suzanne Marshall and painter David Yates. What connects the two artists is their juxtapositions of disparate and startling imagery with art historical and popular culture references. The exhibition of 21 large works runs through Feb. 16, 2018.

served.

The Opening Reception is Thursday, January 18, 6 - 8 p.m. The reception is free and open to the public, the artists will be in attendance, and refreshments will be

For further information, contact John Troy, Art department chair at jtroy@lindenwood.edu.

Adjunct Instructor Fair

The Lindenwood Learning Academy presents the inaugural [Adjunct Instructor Fair!](#)

Please join us on Feb. 7 for food, drinks, and prizes! The first thirty adjunct instructors in attendance will receive a free Starbucks drink voucher! See the details on the invitation below and click the link to register for the sessions that peak your interest. If you are unable to attend a session, each department will have a representative available

on the third-floor atrium of the LARC to provide information and answer any questions you may have. We hope to see you there!

Please note: the first two items in the [RSVP link](#) are Learning Academy events related to supervisors, NOT the Adjunct Fair.

Faculty Award Nominations

You can submit [faculty award nominations](#) until the end of the business day on **Thursday, March 15, 2018**. Email nominations to Zach Alley, executive administrative assistant in academic affairs, at zalley@lindenwood.edu.

Mentors Needed for the Elevate Leadership Certification

Student Involvement is in search of mentors for our new Elevate Leadership certification! If you are interested in helping a student become more connected with the Lindenwood community and build their leadership skills, please contact Rachel Tolliver at rtolliver@lindenwood.edu. To find out more information about the program and expectations for mentors, [click here](#).

LindenWell Events for Spring 2018

I wanted to give you all an update on some upcoming things we have for LindenWell:

Wellness Speaker Schedule for Spring 2018:

- Managing Change (March 7, 2018, 11 am – noon)
 - Preventing Job Burnout (April 11, 2018, 11 am – noon) [Read more](#)
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School of Education IDEA Studio

Lindenwood University School of Education is excited to announce a new educational technology space- the IDEA Studio. The IDEA Studio, located in LARC 110, is a place

where pre-service teachers and Education faculty can come to together to innovate, design, create, and explore with instructional technology. [Read more](#)

Latest Journal of International and Global Studies Now Available

The Fall/Winter Issue of the Journal of International and Global Studies Volume 9 Number 1, December 2017 is available online.

<http://www.lindenwood.edu/academics/beyond-the-classroom/publications/journal-of-international-global-studies/all-issues/volume-9-number-1/>

The journal is an open access multidisciplinary journal. Please feel free to download, read, print, distribute, or link any of the essays or book reviews.

Afful Elected Secretary of Society for Teaching Psychology



Stephanie Afful, Associate Professor of Psychology, was recently elected secretary for the Society for Teaching Psychology (STP), APA Division 2. STP's mission is to advance teaching and learning of psychology by providing resources, programing, scholarships, and grants for teachers and pedagogical research. Her three-year term started January 1, 2018. More information can be found [here](#).

Faculty Judges Needed for Student Research Conference

It is that time of the year again, where we ask faculty and staff to participate and volunteer with the Student Research Conference. If you are interested in volunteering to be a judge for student projects and presentations at this year's Student Research Conference, please fill out [this form](#) to let us know when you are available.

We will contact judges after March 20 with further information and judging assignments. The Student Research Conference is Wednesday, April 18, from noon to 6:30 p.m. in The Spellmann Center. Please put the Student Research Conference on your to-do list. We would really appreciate it. If you have any questions or concerns, please contact SRC@lindenwood.edu.

Student Research Conference 2018 Open for Student Submissions

The Student Research Conference is a forum for students to display their scholarly and creative projects to Lindenwood students and faculty. The fifth annual conference will take place on Wednesday, April 18, 2018. Students' work will be featured in poster formats or as presentations in concurrent sessions or panel sessions. Interested students can visit the [Student Information page](#) for further details. Students can access the Student Submission Form through Tuesday, March 20, 2018. Contact SRC@lindenwood.edu for questions or concerns.

Student Research Conference-- Faculty Recommendations

Faculty can nominate students who are working on or who have completed original research papers or creative projects for participation in the Student Research Conference. Students can either display a poster or give a presentation of their work at the conference. [Faculty nomination forms](#) are available on the [Student Research Conference Website](#).

Questions? Please contact SRC@lindenwood.edu or <http://www.lindenwood.edu/academics/beyond-the-classroom/student-research/>

Like No Other - Freshman Seminar Proposals Fall 2018



The office of Student and Academic Support Services – First-Year Programs (SASS-FYP) is currently accepting proposals to teach one of our Like No Other – Freshman Seminars. The concept of the LNO Seminars is to connect our incoming students to full-time faculty members through creative and innovative seminar topics. Each seminar will be unique to the individual instructor, who will have an

opportunity to pass on their passion for their particular area of study. We are 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
 - o Career Portfolio
 - o Diversity, Equity, and Inclusion

Course Details

- 1 Credit Hour – Meets once a week for the Fall 2018 semester
- \$1000 stipend for instructors whose seminars are accepted into the program.

Attached is an [example syllabus](#), 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 Tetley at STetley@lindenwood.edu. The submission deadline is **Jan. 12, 2018, at 3 p.m.** If you have any additional inquiries regarding the program please contact Sarah Tetley at STetley@lindenwood.edu or 636-627-4627.

**LIBRARY SERVICES WILL BE CLOSED
MONDAY, JAN.15
IN HONOR OF MARTIN LUTHER KING JR. DAY**

FRIDAY, JAN. 12	7:30 A.M. - 8:00 P.M.
SATURDAY, JAN 13	9:30 A.M. - 6:00 P.M.
SUNDAY, JAN. 14	2:00 P.M. - 12.00 A.M.
MONDAY, JAN 15	CLOSED



LINDENWOOD



Recent Editions

[The Digest archive](#)

[Belleville Digest archive](#)

Events and Deadlines

- **Through April 4:** [Academic Technology Services Workshops](#)
- **Jan. 25:** Full Faculty Meeting, AB Leadership Room, 3-4:30 p.m.
- **Jan. 27:** [Wynonna and The Big Noise](#) 8 p.m. Lindenwood Theater
- **Feb. 3:** [Jr. Lynx Spirit Camp](#)
- **Feb. 16:** [Student Research Conference faculty nomination deadline](#)
- **Feb. 22:** [Career and Internship Fair](#)
- **March 7:** Full Faculty Meeting, AB Leadership Room, 3-4:30 p.m.
- **March 20:** [Student Research Conference Submission Deadline](#)
- **April 25:** Full Faculty Meeting, AB Leadership Room, 3-4:30 p.m.

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