



April 4, 2017

Today's Headlines

Employees Will Submit Requests for Sick Time Through Workday!

Effective April 1, 2017 all faculty and staff will request sick time through Workday. Sick time must be submitted *by the employee* prior to the time being taken.

The process for documenting the absence is the same as requesting a vacation day. Employees will note if the sick time is *regular* or *bereavement*. Both sick and vacation requests will go to the supervisor to approve.

For more information about the Sick Days administrative policy and procedure, please refer to the Employee Guidebook.

Workday Outage Timeframe

Tuesday, April 4, 2017 at 5 p.m.– Wednesday, April 5, 2017 at 8 a.m.

Workday will be unavailable beginning April 4 at 5 p.m. to complete the implementation of Workday Finance. **During the outage timeframe, all features of the Workday system, including time tracking, will be unavailable via all Internet browsers and the mobile app.**

Access to all other IT services, including the website, network, wifi, Canvas, CAMS, the portals and email will be unaffected by this outage. The update to Workday will be completed by Wednesday, April 5 at 8 a.m. Employees that will be working during the outage windows will need to track their time

manually and those hours will need to be entered into the Workday system by their manager when Workday is back in service.

We are sorry for the disruption in service during this implementation of the next feature in Workday.

Questions or Assistance?

If you have any questions or require assistance, please contact the IT Help Desk at HelpDesk@lindenwood.edu or via the helpdesk phone **636-255-5100**.

All-Staff Meeting April 5

Reminder for the All-Staff Meeting on Wednesday, April 5, 2017 from 2-3:30 p.m. in the Scheidegger Center. The meeting will be held from 2-3 p.m. with a reception immediately following to honor our retirees and Years of Service recipients.



Belleville's Social and Behavioral Sciences Division Hosts Summit for Professional Women in Criminal Justice

The Social and Behavioral Sciences Division on the Belleville campus recently hosted a Criminal Justice Summit, featuring women in criminal justice professions.

Panelists answered questions from more than 100 students about being a woman building a career in criminal justice. The panel comprised women working for the FBI, the U.S. Attorney General's Office, the U.S. Marshall's Office, the Illinois State Police, the 20th Circuit Court, St. Clair County, the State's Attorney's Office, and a private practice law firm.

According to Dr. Thomas Trice, who organized the event, the goal was to not only highlight challenges that women can face within the field of criminal justice, but to also illustrate overcoming those challenges and building a successful career.

Softball Doubleheader on Tuesday; Men's Tennis Match on Wednesday

The Lindenwood softball team will take on Fort Hays State in a pair of games on Tuesday afternoon at the Lou Brock Sports Complex. The first pitch is scheduled to be thrown at 1 p.m. On Wednesday afternoon, the men's tennis will also be in action at home. The Lions face Missouri-St. Louis at 2 p.m. at the Lindenwood Tennis Courts.

Assessment Tip of the Week: "Have You Considered Submitting an Article to *Assessment Update*?"

As you consider publication outlets for your various scholarly pursuits, consider submitting an article to *Assessment Update*. From the [Assessment Update](#) website: [Read more](#)

Barnes & Noble Bookstore Easter Weekend Hours

Friday, April 14 – 9 a.m.–3 p.m.

Saturday, April 15 - CLOSED



Staff Volunteers Needed for May 5 & 6 Commencement (Exempt Staff Only)

It's that time of year again, Academic Services is seeking exempt staff members to volunteer to assist with May Commencement duties. It is an opportunity to earn a \$100 stipend and cheer on our graduates on this special occasion! Forty positions are needed for each ceremony, Friday, May 5 and Saturday, May 6. The ceremony begins at 7 p.m. on both nights, this is a change from our Saturday morning ceremony. This does not include staff that already have assigned duties each year such as the Academic Services, Maintenance, Housekeeping, or PR. Please email Christine Hannar at CHannar@lindenwood.edu by **April 15, 2017**, if you would like to volunteer. Please indicate which day and your first two job choices. You will need to arrive at the Family Arena between 5 p.m. and 5:30 p.m. Dress is business casual or wear Lindenwood polo's.

- 10 positions for student check-in table – greeting students, giving them their name card and possible honors cords, directing them to the student line-up area
- 15 positions for student line-up area – greeting students, reviewing name card with line-up information and directing the students to their specific area, assisting graduate students with hoods
- Four positions for faculty line-up – assisting faculty with lineup
- Six positions for programs – greet guests and hand out programs
- Five positions for VIP parking

Ongoing Need for Volunteer Reviewers of our HLC Assurance Argument

Our need for HLC Assurance Argument reviewers continues. If you would like to get involved in this effort, please e-mail Marianne Peacock in the Office of Institutional Effectiveness at MPeacock@lindenwood.edu

Recent Editions

- [March 31, 2017](#)
- [March 28, 2017](#)
- [March 24, 2017](#)
- [March 21, 2017](#)
- [March 17, 2017](#)

Events and Deadlines

- **Spring 2017:** [Academic Technology Services Workshops](#)
- **Through April 9:** [Annual Juried Student Art Exhibition](#)
- **April 4:** [Mike Posner and The Legendary Mike Posner Band](#)
- **April 4:** [\(Dis\)Honesty Project Screening](#)
- **April 4:** [Faculty Reads Series](#)
- **April 5:** “Organizing and Productivity Coaching”, noon, Hyland VIP Room
- **April 7:** Dissertation Defense: Connie Jo Lindemann-Litzsinger, “Investigating the Possible Relationship between High School Athletic Participation and First-Generation College Student Persistence to College Graduation” 9 a.m., Roemer 217
- **April 11:** [Pizza with Public Safety](#)
- **April 12:** [Tuning Out Stigma, An Artist’s Endeavor](#)
- **April 13:** [Clay Target Classic](#)
- **April 18:** Faculty Informational Session – Hyland VIP Room, 3 p.m. Contact David Wilson at DWilson@lindenwood.edu or x4737
- **April 19:** [Mock Interviews at Wentzville](#)
- **April 20-22:** [Spring Dance Concert](#)
- **April 21:** Faculty Informational Session – M207, 10 a.m. Contact David Wilson at DWilson@lindenwood.edu or x4737
- **April 21:** Dissertation Defense: Allison Bearden, “Exploring the Congruency between Mission and Practice in a Pre-K–12, Midwestern, Christian School”, 9 a.m. in Roemer 217
- **April 25:** [Faculty Colloquium Series](#) ([View abstracts here](#))
- **April 25:** Dissertation Defense: Hannibal Najjar, A Case Study: An Andragogical Exploration of a Collegiate Swimming and Diving Coach’s Principles and Practices at Lindenwood University” at 8 a.m. in Warner Hall Living Room
- **April 26:** Annual LindenWell Appreciation Banquet, noon-1 p.m., AB Leadership Room
- **April 27:** [Men’s Basketball Golf Outing](#)
- **April 28:** Dissertation Defense - James Kent Drury, “Exploring the Presence of Trust in One Suburban Christian School Climate” at 8 a.m. in Roemer 217 ,
- **April 28:** Dissertation Defense - Raymond S. Ciolek,, “A Mixed Method Study on the Missouri Beginning Teachers Assistance Program and Teacher Retention in Saint Louis School Districts” at 9 a.m. in Roemer 217
- **May 3:** Puppies at the Pavilion/BBQ Lunch, 11 a.m. – 1 p.m., Pavilion
- **May 10:** [Annual Assessment and Planning Summit](#), 9 a.m., A-B Leadership Room, Spellmann Center
- **May 10-12:** [Assessment Days](#)
- **June 15:** [Annual 5-column program assessment reports due](#)