

LINDENWOOD  
UNIVERSITY

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DIGEST  
EMPLOYEE NEWSLETTER



August 3, 2022

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**CAMPUS-WIDE NEWS BROUGHT STRAIGHT TO YOUR  
INBOX.**

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# GOOD MORNING

## LINDENWOOD LIONS!

### A New Look for Lindenwood Workday

On August 6, Lindenwood will be rolling out the new Workday homepage experience.

What to expect:

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### LATEST NEWS

Be in the know!

[Read Campus News](#)

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- On August 6, when you log into Workday, the sections you are used to seeing will be in different places.
- With the new global navigation feature, you will be able to access your applications/applications (previously called Worklets) from any area of Workday.
- Top Apps – Now you can choose which Workday apps you want displayed on your homepage.
- The Workday Inbox will be front and center on your Workday homepage.
- The new Timely Suggestions section will display matters that you have coming up and items that need your attention, such as an unsubmitted expense, pending timecard approvals, or upcoming absences.

## STAY CONNECTED

Join LindenConnect



After the roll out, your Workday homepage experience will be different, which will affect how you are used to carrying out Workday tasks. The Human Resources team is working on updating many of the [Useful Links guides](#) that explain how to complete Workday tasks.

Questions? Contact [Human Resources](#).

## ITEN Now Accepting Applications for New MentorUp Certification Program

Do you want to work with startups and access peer learning in a mentor cohort and earn mentor certification? Applications now being accepted through Friday, August 5, for the new ITEN MentorUP Certification Program.



MentorUP is a cohort-based mentoring experience that includes training, inclusion in the selection process for mentees, check-ins with trainers and peers, and certification and continued support resources. For more information visit the [ITEN MentorUp webpage](#).

[Apply](#)

LINDENWOOD  
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**HAVE A STORY YOU'D  
LIKE TO SHARE OR AN  
EVENT YOU'D LIKE TO  
PROMOTE?**

[SUBMIT IT!](#)



**SUBMIT TO THE DIGEST**

[Visit our website](#)

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 5 p.m. on Mondays. The Digest is sent every Wednesday. Submissions for the same story can be made every four weeks. All entries to the Digest are subject to editing prior to running.

[MORE INFORMATION](#)

## Q2 MOMENTS

**DO YOU HAVE A COLLEAGUE OR STUDENT YOU'D LIKE TO RECOGNIZE?**

[Submit Your Q2 Moment](#)

LINDENWOOD  
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LEARNING ACADEMY

**Microsoft Teams in Canvas**

**August 8, 9, and 10, 10:30 a.m. and 2:30 p.m.**

**Virtual**

MS Teams is replacing BBB inside of your Canvas Course. This 30-minute training session will provide all you need to be successful in your Canvas Course!

[Register](#)

**Microsoft Application Training Series (SharePoint and Forms/Quizzes)**

**August 8, 9, and 10, 10 a.m. and 2 p.m.**

**Virtual**

We will review various Microsoft programs to utilize in your daily work (both staff and faculty are welcome). If you have any further questions or suggestions, please contact Cindy Lane, Instructional Technologist.

**Faculty Performance Evaluation Training**

**Cohort 6**

**August 8 and 9, 10 a.m. - 12 p.m.**

**Lindenwood Learning Academy, LARC 009**

**Cohort 7**

**August 8 and 9, 1 – 3 p.m.**

**Online**

After this two-day training, attendees will come away with the same understanding of the performance evaluation rubric and the evaluation process. To accomplish this

[Register](#)

goal, attendees will review the performance evaluation journey, key components and terms used throughout the rubric, and the Self Evaluation Dashboard. Also, faculty will participate in two calibration sessions and one workshop session. *Please remember to schedule both sessions for your cohort.*

[Register](#)

## Adjunct Conference 2022

**August 13**

### J. Scheidegger Center for the Arts

This event is designed to recognize the crucial contributions of our university's adjunct instructors and connect instructors to helpful campus resources that will support their teaching.

At the Adjunct Conference, you will be able to take care of practical matters like obtaining ID cards and parking passes, as well as gathering information from helpful departments across campus, such as SASS, the Writing Center, and academic services. There will also be breakout sessions on teaching-related topics, a keynote session, and meetings for each of the four colleges.

The Keynote session will feature general information about the RISE Project and teaching tips from the RISE Scholars. This

## Full-Time Faculty: Save the Date(s) for Fall 2022 Welcome Back Week

*Below you will find the schedule of events for Welcome Back Week, which will begin on Monday, August 15.*

### Monday, August 15

8 a.m. – 11:30 a.m. Welcome Back Event

12 p.m. Q2 BBQ Lunch

1-4 p.m. Workshops

### Tuesday, August 16

9-11 a.m. Time reserved for College and Departmental Meetings (*Department Heads and Deans will send invites and info for these meetings*)

11 a.m. - 2 p.m. Workshops

2-4 p.m. Library Scavenger Hunt

### Wednesday, August 17

session will also feature the presentation of the RISE-Certified Instructor Program, which is a RISE Project initiative designed just for adjunct instructors.

Thank you for all you do for your students and being a vital part of Lindenwood! We look forward to seeing you at the conference.

[Register](#)

9 a.m. – 12 p.m. Workshops

1-3 p.m. Learning Academy Open House

### Thursday, August 18

*This day is reserved for College meetings and course prep time. Deans will send invites and info for College meetings.*

### Friday, August 19

11 a.m. – 1 p.m. New Student Meetings and Lunches

*A full schedule of workshop offerings will be coming soon!*



## SUMMER HOURS

### LARC/LIBRARY SERVICES

- Monday - Thursday: 8 a.m. – 6 p.m.
- Fridays: 8 a.m. - 5 p.m.
- Saturday: 10 a.m. - 3 p.m.
- Sunday: 2 p.m. - 6 p.m.

### EVANS COMMONS REC CENTER

- Monday: 8 a.m. - 5 p.m.
- Tuesday: 8 a.m. - 5 p.m.
- Wednesday: 8 a.m. - 5 p.m.
- Thursday: 8 a.m. - 5 p.m.
- Friday: 8 a.m. - 5 p.m.
- Saturday & Sunday: Closed

### LU BOX OFFICE

- Tuesday-Friday: 12–4 p.m.

### STARBUCKS

- Closed

- Saturday: 10 a.m.–2 p.m.
- Sunday-Monday: Closed

Lindenwood University | [www.lindenwood.edu](http://www.lindenwood.edu)

