



LINDENWOOD
UNIVERSITY

DIGEST

EMPLOYEE NEWSLETTER

August 24, 2022

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

GOOD MORNING

LINDENWOOD LIONS!

Employee Town Hall - Next Wednesday

Please join Dr. Porter and university leaders next Wednesday, August 31 at 3 p.m. for an Employee Town Hall, held on Zoom.

Employees are encouraged to [register](#) and submit questions to the [President's Office](#) in advance. For those who teach on Wednesday afternoon and will not be able to attend live, the recording will be added to the faculty and staff Canvas shells the following day.

LATEST NEWS

Be in the know!

Read Campus
News

STAY CONNECTED

Join
LindenConnect

Register



Free Lunch Friday Returns This Week!

Connect with your colleagues over a shared meal with the return of **Free Lunch Fridays** for the 2022-23 academic year!

Lunch is available for all employees, every Friday from 10 a.m. - 2 p.m. Fall 2022 lunches begin this Friday, August 26 and end December 9.

To dine at Spellmann, employees must use the GrubHub app or a kiosk in Spellmann to order.

To dine at Evans Commons, employees will present their ID at entry and select from the new 'all you care to eat' options. No carry-out from Evans Commons.

Attendance Reporting in LindenCircle for Fall Semester and Fall I Courses

Faculty, report attendance in LindenCircle for the first two weeks of each term. You will also be asked to respond to a 'No Show' survey to report students who have never attended your course but still show on your roster.



Resources on how to access LindenCircle, submit attendance, and respond to progress surveys can be found in the Lindenwood Faculty Canvas shell or you may email **Lindenwood SASS** with questions.

Melissa Qualls Appointed Inaugural Director of General Education

Professor Melissa Qualls has been appointed to Director of General Education.

Professor Qualls' knowledge of the current general education program at Lindenwood and her understanding of the profound impact that general education can have will serve our students well as we continue on the journey to nurture the growth and evolution of general education over this academic year. Just as important, she brings a wealth of teaching experience in general education and finds ways to engage students through high-impact educational practices like learning communities and service learning.

She will be busy as she also retains her position as a full-time Associate Professor of English. We hope you will wish her well and offer support as she takes on additional work as inaugural Director of General Education.

ARTificial Intelligence and the Humanities: Facilitating Interdisciplinarity in Higher Ed



Call for Submissions:
Special Issue: ARTificial Intelligence and the Humanities: Facilitating Interdisciplinarity in Higher Ed

International Journal of Emerging and Disruptive Innovation in Education (iJEDIE) invites submissions to the special issue investigating the interdisciplinary intersections of the arts and sciences. More specifically, how arts and humanities disciplines provide a critical perspective and skills development in postsecondary education that will prepare students for the future of work with AI and emerging

technologies.

The journal is an online, double-blind peer-reviewed and open-access journal published by Lindenwood University. iJEDIE seeks to provide a diverse, interdisciplinary forum for the publication of original peer-reviewed scholarship, data, and research addressing intersections of education and technology with no publication fees.

Deadline: October 1

Acceptance Notification: Within 30 days from the date of manuscript submission

Contact [James Hutson](#) for more information.

[Upload Submission](#)

Student Organization Advisor Needed

Student Involvement is looking for a faculty or staff member to serve as an advisor for a new student organization, [Circle K International](#).

Circle K International is for college and university students who are responsible citizens and leaders with a lifelong commitment to community service. Circle K provides constructive opportunities for students to become involved on their campuses and communities through service work to others in need. Circle K members have the chance to work with fellow students, children in the community, and other adults in need of special programs.

If interested in serving or for questions, contact [Carynn Smith](#) Director of Student Involvement.

Accessibility Program Manager Update

Janet Owens is the new Accessibility Program Manager. For accommodation questions or concerns contact via phone (636) 949-4768 or [email](#).



Visit our website

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

SUBMIT IT!

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



Learning Academy Fall 2022 Course Catalog

Interested in learning what development opportunities are in store for the Fall 2022 semester? Check out the **Fall 2022 Course Catalog**! With the help of our marketing team, this catalog was created to give you a snapshot of the events and trainings that lie ahead. Scroll through the opportunities and register for the sessions that interest you! If you have any questions, please contact the **Learning Academy**.

Annual Compliance Courses for Adjunct Faculty and Student Employees

All adjunct faculty and student employees that have been with the University for a consecutive year or longer are due for retraining of the following compliance courses:

- FERPA for Higher Education
- Harassment Prevention for Employees - Higher Education Edition
- Preventing Bullying and Violence
- Title IX for Higher Education

Courses will be assigned on August 30 and employees will have 30 days to complete the courses. Employees will receive an email notification directly from **SkillSoft** when they have been assigned courses with guidelines on how to access the courses. Please reach out to **Eric Mircsov** if you have questions.

Adjunct Conference Recordings Now Available in Canvas

If you were unable to attend the Adjunct Instructor Conference on Saturday, August 13

RISE-Certified Instructor Program: Application Open Now!

The RISE-Certified Instructor Program is for adjunct instructors at Lindenwood University,

and would like to review the information you missed, you can access session recordings and/or presentation slides in the Adjunct Instructor Canvas shell. There is a new module at the top of the module page where you can find these materials. If you have questions, please contact **Betsy Melick**.

and it supports these instructors' development in the RISE Project pillars: Rigor, Inclusiveness, Support, and Engagement. The program can be completed asynchronously, and will involve five online training modules, mentorship cohorts, a teaching consultation, and an additional training related to the RISE framework. Participants will also be asked to complete a survey at the start of the program and at its completion.

Twenty instructors will be selected for the program (five from each College). Participants who successfully complete the program will receive \$500 compensation for their work. This is a great opportunity to enhance your teaching using the RISE pillars and connect with other faculty members at Lindenwood.

Applications for the program are due Monday, August 29.

Questions? Contact Director of Faculty Development, **Betsy Melick**.

Application

Microsoft Application Training
Series: SharePoint, Forms/Quizzes
August 29, 30, and 31, 10 a.m. - 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.

Register

Microsoft Teams in Canvas
August 29, 30, and 31, 10:30 a.m. and 2:30 p.m.
Virtual

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

Register

Faculty Performance Evaluation Training

Anti-Racist Workshop
August 30, 10-11 a.m.

Cohort 8
August 29 and 31, 1 p.m. - 3 p.m.
Lindenwood Learning Academy, LARC 009

Attendees will walk away with an understanding of the performance evaluation rubric and the evaluation process. To accomplish this 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.*

[Schedule Session](#)

Lindenwood Learning Academy, LARC 009

This interactive workshop will review current events regarding anti-racism and decolonization along with the harms of racism and colonialism. Training participants will discover campus resources and anti-racist strategies to apply what they learned to their environment.

[Register](#)

Making Diversity, Equity and Inclusion a Reality Pt. 1

August 31, 9 a.m. - 11 a.m.
Center for Diversity and Inclusion, Room 3085 Spellmann Center

The current landscape and climate in our country requires now more than ever, that we stand up and become part of the solution versus being bystanders and hoping change will come or progress will be made. "Hope is not a strategy." This foundational interactive class will help to establish a foundational understanding of diversity, equity, inclusion, and belonging. We will learn how we can contribute to and benefit from having a more diverse and inclusive culture where everyone can thrive and feel a sense of belonging, while delivering a superior academic experience to Lindenwood students.

[Register](#)

Courageous Conversations

September 1, Time varies by session
Center for Diversity and Inclusion, Room 3085 Spellmann Center

"Courageous Conversations" is a facilitated conversation for faculty and staff to have an open dialogue about topics that impact real career and life experiences. We will discuss challenges, opportunities, and successes related to a variety of things from which we can learn from each other, become more empathetic, and identify actionable ways to create a more inclusive environment for our entire campus community.

[Register](#)



FALL SEMESTER HOURS

LARC/LIBRARY SERVICES

- Monday - Friday: 8 a.m. - 6 p.m.
- Saturday: 10 a.m. - 3 p.m.
- Sunday: 2 p.m. - 6 p.m.

EVANS COMMONS REC CENTER

- Monday - Friday: 7 a.m. - 5 p.m.
- Saturday - Sunday: 10 a.m. - 3 p.m.

LU BOX OFFICE

- Tuesday-Friday: 12–4 p.m.
- Saturday: 10 a.m.–2 p.m.
- Sunday-Monday: Closed

STARBUCKS

- Monday - Friday: 7 a.m. - 5 p.m.
- Saturday: Closed
- Sunday: 2 p.m. - 9 p.m.

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