



LINDENWOOD  
UNIVERSITY

# DIGEST

EMPLOYEE NEWSLETTER

April 24, 2024

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

## GOOD MORNING LINDENWOOD LIONS!

### Rainbow Connection Lunch!



Join Rainbow Connection, Lindenwood's LGBTQ+ Employee Resource Group, and colleagues from

across the University, for lunch this Friday, April 26, in the Center for Diversity and Inclusion on the third floor of the Spellmann Center.

Cash in on Free Lunch Friday, or bring leftovers from home, and stop in between 11:30 a.m.-1 p.m. Socialize, meet new people, and connect with friends.

This will be the final Rainbow Connection Lunch of the academic year. We will celebrate and say goodbye to Assistant Provost for Engaged Learning Dr. Mark Valenzuela before he leaves Lindenwood.

### LATEST NEWS

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## 2024 Spring Fashion Show and Market

Experience the art and intricacy of fashion design through a New York-style runway show at the Spring Fashion Show and Market!

The event begins at 6 p.m. Sunday, April 28, at the Lindenwood Theater inside the J. Scheidegger Center for the Arts.

The evening features fashion design students, faculty, and a community designer who will showcase their latest collections on the runway. It also includes a reception for VIP ticket holders and a market one hour before and one hour after the show. Tickets can be purchased through the [LU Box Office](#) or by calling (636) 949-4433.

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## Access Microsoft Copilot in the MyLindenwood Portal

Microsoft Copilot, an artificial intelligence tool, is now included in Lindenwood's Microsoft subscription for full-time employees. Access Copilot using the shortcut in the left navigation menu of [MyLindenwood](#) or visit [Microsoft Copilot](#) directly. Copilot keeps your conversations protected and does not retain your prompts or responses. If you need help getting started, view this [introductory course in LinkedIn Learning](#). Log in with your Lindenwood credentials.

**Step 1:** Access [MyLindenwood](#) from the *Portals* menu.

**Step 2:** Use the Copilot shortcut to access Microsoft Copilot.

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**Virtual Performance Evaluation Training (For Staff and Staff Administrators)**  
**April 25, 9-11 a.m.**  
**Online**

This two-hour session will train staff and staff administrators how to complete final evaluations, which are due beginning Tuesday, July 16, through Thursday, August 15.

**GenAI PLC Team**  
**April 25, 11 a.m.-noon**  
**Online**

A Professional Learning Community (PLC) Team is a group of dedicated individuals who share an interest in promoting learning within the Lindenwood community. These teams share an interest in Generative AI and will focus on providing actionable steps to help

The first hour will teach staff who are being evaluated on their responsibilities in the evaluation process. The second hour will train staff administrators how to complete and review final evaluations with their staff.

[Register](#)

Lindenwood faculty learn about GenAI and how/when to use it.

[Register](#)



## SPRING SEMESTER HOURS

### LARC/LIBRARY SERVICES

- Monday-Thursday: 8 a.m.-10 p.m.
- Friday: 8 a.m.-5 p.m.
- Saturday: 10 a.m.-3 p.m.
- Sunday: 2 p.m.-10 p.m.

### EVANS COMMONS REC CENTER

- Monday-Friday: 6 a.m.-9 p.m.
- Saturday-Sunday: 11 a.m.-4 p.m.

### LU BOX OFFICE

- Tuesday-Friday: Noon-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.

### BOYLE FAMILY ART GALLERY

- Monday-Thursday: 3-7 p.m.
- Friday-Sunday: Closed





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