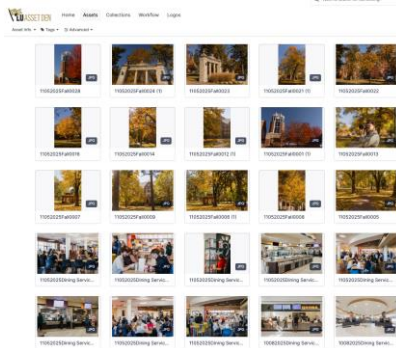




EMPLOYEE DIGEST



November 12, 2025



Asset Den Usage Survey

The University Marketing team is working to improve the look and usability of Asset Den. Your feedback will help us identify the best ways to upgrade and organize assets. We appreciate your participation!

[Take the Survey](#)

READ THE LATEST NEWS

CAMPUS EVENT CALENDAR

8-Week Fall II Midterm Grades

Fall II 8-Week midterm grades are due Monday, November 17 at 5 p.m.

We are no longer using the special grade pdf form, instructors will enter special grades (AF, N, I, AH, BH) in their faculty portal by the deadline. Instructors do not need to enter the traditional grades (A, B, C, D, F) in the portal but instructors should ensure these grades are accurate within canvas because the IT department will pull the traditional grades from canvas and upload to anthology on November 18.

Special Grade Definitions

(AF) Attendance Failure = A student is given this grade if they stop attending a particular class prior to the published deadline to receive a grade of "W" but doesn't withdraw from the course. The "W" deadline in the 25-26 catalog for Fall II 8-week courses is November 23.

(N) *Never Attend* = A student listed on the course roster but has never attended a class session or completed an academic activity such as an assignment, quiz, test, paper, discussion board post.

(AH or BH) = A student seeking honors credit for a particular course.

It is imperative that you notify [Academic Services](#) about any student that has not attended a course so they can be unregistered for the course ASAP. If never attends are not reported properly in a timely manner, it could negatively impact the student's financial aid, enrollment status, veterans' benefits, or immigration issues for international students.

Marketing and Communications Project Request Form - Holiday Planning Considerations

Please plan your [project requests](#) accordingly as upcoming holiday closures will impact posted Lead Times.

- Thanksgiving Break: November 25 at 3 p.m. through November 30
- Winter Break: December 19 at 3 p.m. through January 4

Website and Digital - Not Currently Accepting Requests

Due to a content management platform migration, we will not be accepting new "Website and Digital" requests until January 5. After that, support of new requests will be handled on a priority basis.

Digest Holiday Schedule

The last 2025 edition of the Digest will be Wednesday, December 17.
The first 2026 edition of the Digest will be Wednesday, January 14.



Q2 MOMENTS

A big thank you to Manager of Access Services **Joanna DeYoung** and the **Library Services team** for partnering with the Learning Academy to bring the Haunted Hunt (a scavenger hunt) to life on Halloween as part of the Brown Bag Series! Despite having other projects, the Library Services team developed the scavenger hunt using their ActionBound software, making the event fun while also learning about the history of the heritage side of campus. Your teamwork and commitment to service excellence show exactly what Q2 is all about.

The Department of Public Safety and Security recently wrapped up a highly successful campus food drive aimed at supporting students facing food insecurity. Thanks to the incredible generosity of our campus community, we completely ran out of closet space to store the donations! The amount collected is expected to sustain students in need through the beginning of 2026, ensuring that no student goes without essential support. This initiative showcased outstanding teamwork, organization, and community spirit — strengthening the connection between Public Safety, students, and staff across campus. A

special thank you goes out to Public Safety Investigator **Julie Metzner**, Associate Professor of Public Health **Catherine Shoff**, Associate Professor of Religion **Nichole Torbitzky**, and Senior Professor of Psychology **Michiko Nohara-LeClair**. Your kindness, leadership, and commitment helped make this effort such a remarkable success. Together, we've shown what it means to care for our campus family!

I wanted to take a moment to recognize Instructional Designers **Michael Feters** and **Kaitlyn Maxwell** for their incredible support as I've transitioned into my faculty role at Lindenwood. From day one, they've embodied the true spirit of Q2 — always asking what I need and how they can help — and then following through with care, professionalism, and collaboration. Their guidance in reorganizing and updating my courses has been invaluable, and they've gone above and beyond to make the process clear, supportive, and learner-centered.

Associate Professor of Political Science **Barbara Hosto-Marti** is a real champion of student success! I routinely see her drop everything because a student has a need or an exciting idea. As a department head, she is equally diligent in seeing to it that her team of faculty always have what they need to serve students. What's more, she goes beyond meeting student expectations, leading us to anticipate the needs that students don't yet even know they have, always ensuring student success!

[Submit Your Q2 Moments](#)



Post-Season Play

November 12: Men's Soccer OVC semi-final vs. SIUE at 4 p.m.

November 13: Women's Basketball vs. Oral Roberts at 6 p.m.

November 14: SLS DII Men's Hockey vs. FGCU at 1:45 p.m., NCAA Men's Hockey vs. Grand Canyon at 7:10 p.m., Women's Rugby vs. Army at 7:30 p.m.

November 15: SLS DII Men's Hockey vs. Liberty at 1 p.m., Football vs. Eastern Illinois at 2 p.m., NCAA Men's Hockey vs. Grand Canyon at 7:30 p.m.

November 16: Wrestling Lindenwood Duals at 10 a.m., SLS DII Men's Hockey vs. Montana State at 2:45 p.m.

November 17: Women's Basketball vs. Kansas City at 6 p.m.

November 18: Women's Volleyball vs. Little Rock at 6 p.m.

See the complete [NCAA](#) and [SLS](#) schedules for this week's home games, matches, and competitions. All employees and their immediate family receive free admission to home events.



Lunchtime Learning Mixtape Playlist A Workday Learning On-Demand Course

This on-demand brown bag course serves up two energizing LinkedIn Learning “Mixtape” sessions, perfect for lunchtime learning that fits your busy day!

- Mixtape: Learning Highlights on Personal Effectiveness – Strengthen your focus, communication, and time management skills to boost your overall effectiveness.
- Mixtape: Learning Highlights for Better Productivity – Learn proven strategies to streamline your workflow, set priorities, and get more done with less stress.

These audio sessions are a playlist of practical insights to fuel your growth while you lunch, learn, and level up! This flexible, self-paced course gives you the freedom to learn whenever it fits your schedule!

[Register](#)

Faculty Performance Evaluation Workshop

**November 14, 9 a.m.-noon
Lindenwood Learning Academy, LARC 10**

The faculty self-evaluation period has been extended! Faculty self-evaluations are due Monday, November 17 by 5 p.m. Join your colleagues in the Lindenwood Learning Academy to work on your performance evaluation. You can come for all or just a portion of the time to get support, feedback, and accountability from your peers. Meri Marsh will be on hand to answer questions and help you understand the performance evaluation process and software.

[Register](#)

RISE and AI Workshop - Engagement November 14, 1-2 p.m. Online

The RISE and AI Workshop series offers faculty guidance in using AI to enhance their use of the RISE pillars in their teaching, along with time to experiment with AI tools and

Master Your Mindset (through Group Coaching): Inner Dialogue - Befriending Your Inner Critic November 19, 2-3 p.m.

This group coaching session invites you to develop a new relationship with your inner critic—one rooted in curiosity, not conflict.

exchange ideas with colleagues. Each workshop in the series focuses on one RISE pillar. Participants will use AI tools to develop teaching strategies and materials that will enhance their implementation of a RISE pillar in their teaching. Each offering in the RISE & AI series is a standalone workshop; participants do not need to attend the entire workshop series. This workshop focuses on engagement.

[Register](#)

You'll learn how to recognize and decode your self-talk, understand what it's trying to protect you from, and shift from judgment to self-compassion. This session offers space to rewrite your inner narrative and reclaim your voice with power and kindness.

[Register](#)



FALL SEMESTER HOURS



LARC/LIBRARY SERVICES

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



EVANS 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



BOYLE FAMILY GALLERY

Monday, Wednesday: 3-7 p.m.
Tuesday, Thursday, Friday: 2-6 p.m.
Saturday-Sunday: Closed



STARBUCKS

Monday-Friday: 8 a.m.-5 p.m.
Saturday-Sunday: Closed



DINING LOCATIONS

Hours of operation available [online](#)



Submit to the Digest

The Digest is distributed to faculty, staff, and adjuncts. Submissions must be received by 5 p.m. Monday to be included in a given week, and the same announcement can be shared every four weeks. We do not accept flyers, external fundraisers, or excused absence lists. Additional guidance is available in the [Digest Guidelines](#).

To submit your announcement, please use the [Project Request Form](#).

Request Category: Communications and Public Relations

Type of Request: Submit item for Digest

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