To: ECU Official

From: Academic Council (Provost Grant Hayes, VC Mark Stacy, iVC Michael Van Scott)
Ying Zhou, Associate Provost for Institutional Planning, Assessment and Research
Will Eblin, Chair of the Experiential Learning Review Board

Date: 13 July 2020

Subj: Adoption of Experiential Learning Inventory (ELI)

To facilitate contact tracing and mitigation of COVID-19 spread within the ECU community and institutional partners, all students participating in experiential learning programs (e.g., internship, clinical experience, teacher training, field experience, capstone projects) must be entered into ECU’s Experiential Learning Inventory (ELI). Study abroad courses, a type of experiential learning activity, do not need to be reported if the information is already entered in Banner.

ELI is a web-based platform for creating, managing and tracking all student experiential learning activities. The platform was designed to provide a quick and convenient method of entering the data on each student experience and obtaining needed reports. ELI standardizes the activity record and provides up-to-date emergency contact information, which is important to quickly identify potential contacts in case of COVID-19 infection. Reports on student activities are available through specially designed dashboards.

Directors of experiential learning programs are responsible for keeping the information in ELI up to date. Access to ELI is provided to authorized users only, and directors should email eli@ecu.edu to request access and begin logging student experiential learning activities. **Student assignments for Fall are to be entered by Census Day (Aug. 21, 2020) and modified thereafter as changes occur.** An Excel template for bulk upload to ELI is available for programs already using spreadsheets to track student activities.

For more information on ELI, an introduction to and instruction in the use of ELI, please contact Charlene Lee at eli@ecu.edu or 252.737.1268.