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Subject: Synchronous/Asynchronous course requirements
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Attachments: [image.png](#)

** This message has been sent to the DVC ALL Faculty mailing list**

Good afternoon DVC Faculty,

We hope that the first week of classes is off to a good start for you and your students. We are writing today because we are hearing some reoccurring themes. Please take a moment to read the following important reminders.

1. If you are teaching an asynchronous course (a course that does not have a specific meeting time listed in the class schedule) you cannot require students to meet at a specific time. Stipulating synchronous requirements in asynchronous classes creates conflicts that students were not able plan for.
2. Please check the schedule to make sure your synchronous meeting days and times are listed on the schedule - and listed correctly.
3. Please make sure those synchronous meeting days, times, and Zoom meeting information is clear for students in your course syllabi.
4. Please signpost elsewhere in your Canvas course(s) – using announcements, emails, the course home page, etc - to make those synchronous meeting days, times, and Zoom meeting information clear for students who are in information overload this week.
5. In your asynchronous classes, if you are holding and recording optional synchronous Zoom class meetings and posting recordings for your student to later view, please remind your students that viewing the recording is sufficient if they couldn't attend the synchronous meeting.
6. Please give your students and yourselves time to figure things out and allow time for technology issues.

To accomplish any of these tasks, instructors can get help from our Instructional Technologists and Specialists listed here: <https://www.dvc.edu/online-education/Staff-Development-Center.html>. Or, instructors can sign up for help from our weekly one-on-one peer mentors, here: tinyurl.com/y5pex73q. (This sign-up gets updated weekly.)

As we are planning our Spring '21 schedule it is imperative that any synchronous meeting times are reflected in the class schedule and/or section notes. Please make sure that your Program Coordinators and Department Chairs are aware of the details for your Spring sections.

Again, thank you for your attention to these details and everything else that you are doing to serve our students,

John and Mary

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