


AMERICAN UNIVERSITY OF ARMENIA
College of Business and Management

MEMORANDUM

TO: Members of the Computer Advisory Committee
Ara Arabyan
Ruben Karapetian
Igor Mktumian
Tigran Nazarian
Virgil Strohmeyer

FROM: Allen G. Greenwood, Chair 

DATE: July 5, 1993

SUBJECT: Minutes of the 6/29/93 meeting of the AUA Computer Advisory Committee

The second meeting of the AUA Computer Advisory Committee (CAC) was held Tuesday, June 29, 1993, from 3 until 4:30 p.m. All members were in attendance except Ara Arabyan; in addition, Provost Gibson was in attendance.

The minutes of the June 22, 1993 meeting were approved.

George presented his responsibilities, problems, and ideas related to computing at the AUA, and provided his views on how this committee can best serve the needs of the university. His main responsibilities are to find space for computing activities and to assign equipment. His main charge for the committee is to define the computing needs and requirements of the university as soon as possible in order to facilitate the next major purchase which is expected in the near future. He suggested for planning purposes the committee should assume the following: the LAN is installed, each college, Business and Engineering, will have a maximum of 8 faculty per quarter, ESL will have 4 foreign and 8 local faculty, and projected student enrollment will 80 business and 40 engineering students.

Tigran distributed copies of his inventory of all software on the Macintoshes at the AUA. The only copy of most of the Mac software (approximately 100MB) is on the hard disks of the Macs in the computer lab. The AUA did not purchase most of the software; therefore, it is not licensed and we do not have the installation disks or manuals. In fact, most of the software is not on disks at all, due to the shortage of diskettes. Since 300 diskettes just arrived on the UAF flight, Tigran will begin backing up all of the software on the Macs to diskettes.

The only diskette copy of any software should be the one in the Computing Department's library. No other copies are necessary. Preferably the Computing Department will have a copy of the installation diskettes in their library.

The AUA has received a large box of software. It should be inventoried and decided whether it should be installed, kept in the Computing Department's library, or discarded (if out dated).

The committee should compile a rank-ordered list of software needed for the LAN.

According to Igor, ADONIS now has an e-mail fax service. It costs \$0.17 per page. This compares to approximately \$0.12 per page for regular e-mail (\$0.06 per KB). We will try the fax service, and if successful, start using it.

We discussed the idea of the AUA's primary computing environment being Windows. The computer training courses taught to incoming students should be changed as follows: MS-DOS to Windows 3.1 (or NT, when it comes out), WordPerfect 5.1 to MS Word for Windows 2.0, Lotus 123 to Excel for Windows, and dBase III+ to either FileMaker Pro or Paradox for Windows.

Ruben mentioned most of the first year students would like to learn and use Windows-related software. He felt if the student had some materials available, they could learn it themselves. Allen will check to see if he has any guides or similar materials.

The next meeting will be Tuesday July 6 from 3 p.m. until 4 p.m. in room 24. We will formulate a list of tasks and issues to be addressed and begin the process of assessing the computing needs and requirements of the AUA.

cc: Armen Der-Kiureghian
George Gibson