

**AMERICAN UNIVERSITY OF ARMENIA**  
Office of the Registrar

MEMORANDUM

To: G. GIBSON  
From: A. KALOIAN

Date: 5 October 1992

cc: R. NEY  
V. STROHMEYER

re: request for rented office space, Gayane Zavarian

Mrs. Zavarian is a highly qualified instructress of Armenian, among the best in Erevan. Among her clients are staff members from the American Embassy and Haigazian College. She is under no "official" contract with them as she prefers to manage her clients on a month-by-month basis.

She is also preparing a textbook of Eastern Armenian for English speakers, which she may co-author with Virgil Strohmeyer.

I have known Gayane since February this year. In my discussions with her, we have come to realise that there is a growing need for the Americans and other foreigners in Armenia to have access to high quality instruction in Armenian and Russian. The potential students would range from Faculty and Staff at the American University, the American Embassy, the French Embassy, the various relief organisations in Armenia (French, German, Yugoslavian, American) and others who come to work on temporary basis.

I feel that the American University should begin a Certificate Programme in Armenian as a Foreign Language and Russian as a Foreign Language. I would Administer the programme and Gayane Zavarian would be the Armenian instructor. We have candidates for additional Armenian and Russian instructors.

This would in no way impact on the Intensive Course which is being offered here presently — long after the the intensive course over, our University programme will be flourishing fully.

I recommend the following: Provide Mrs. Zavarian with a contract to teach Armenian as a Second Language in a newly formed Certificate Programme. I would design the Certificate Programme with her, these are usually three quarters in duration. We have her present pool of clients and more would be sure to come. As her clients are professionals, instruction would take place in the evenings, not impacting on instruction currently in progress. As her clients have an immediate need for space, I propose a contract from the present until March 1993.

Eventually, the University should offer a Certificate in **English as a Second Language** for graduates of its English Programme. As discussion is under-way to offer English to the public, a Certificate Programme would be the best model to follow. Discussion with Virgil along these lines should begin immediately. I know that there is an immediate need in Armenia for this programme and that the American University should fulfil this need. All three Certificate Programmes (English, Armenian, Russian) would generate additional revenue for the University, as well as provide for the needs of both the local and foreign communities.

I would enjoy administering the Certificate Programme, which could eventually lead to a Department of Foreign Languages some time in the future. Although my work as Registrar is indeed time consuming, adding the Certificate Programme would be something truly satisfying. I would consider adding it to my responsibilities immediately and provide for it when we begin discussion of my contract renewal.

