

ASME Design Engineering Division Executive Committee Meeting
Minutes of the meeting on
Tuesday, March 11, 2008, 1:00-3:00 EDT
Phone Conference

Present: K. Anderson, S. Azarm, W. Clark, H. Hamidzadeh, K. Kazerounian, Z. Mourelatos, A. Shabana, J. Vance, K. Waldron

1. **Call to order.** The meeting was called to order by J. Vance at 1:03 pm.
2. **Approval of minutes.** The minutes of the Executive Committee Meeting held in September 2007, and an addendum including committee business since that date, were approved. (Motion by Azarm and second by Kazerounian).
3. **Chair's report.** J. Vance presented the Executive Committee Chair's report (oral and written). A summary of the oral report is as follows:
 - *ASME/Virginia Tech Memorial Scholarship Fund:* The division has been asked to contribute to this fund, which is an endowed fund that will support scholarships. The fund currently has \$57,362, and will award its first scholarship this year to a graduate student. The average division gift has been approximately \$2.5K to date, with the largest being \$5K. J. Vance suggested a contribution from DED of \$10K in her report. Azarm moved that this gift be made (seconded by Kazerounian). **The motion was approved.**

Action Item: (Kazerounian) Make arrangements for the \$10K gift to be transferred from the custodial fund.

- *Journal Revenue Distribution:* ASME has approved distribution of net positive revenue from the journals to the responsible divisions for the 2006 year. The written report contains the amounts. A more permanent arrangement is currently being considered by an ASME committee. Since some of our journals are co-sponsored with other divisions, the following splits have been arranged for this distribution:
 - JCISE: split 50/50 with CISE
 - JVA: split 17/3 between DED and NCAD (according to ratio of associate editors)Azarm raised the question of what happens in the case of negative net revenue (financial loss for the journal). Waldron answered that the loss is already accounted for in the overall net revenue of all of the journals, so effectively it is borne by all divisions.
Mourelatos raised the question of why the Journal of Computational and Nonlinear Dynamics showed such a large loss. Waldron answered that it is because the journal is so new and has not yet been able to reach a positive cash flow.

Action Item: (Clark and Journal Relations Committee) Develop a proposal to address two issues:

1. *How should future distributions from co-sponsored journals (JCISE, JVA, and Journal of Medical Devices) be split among divisions?*
 2. *How will the money be used? (Waldron said that this spending plan will be requested by ASME eventually.) For example, should a portion of this revenue be passed to sponsoring technical committees?*
- *Journal of Mechanisms and Robotics:* McCarthy (Editor) is to address the concern that the scope of this new journal contains too much design content (which may detract from JMD).
 - *Fall DED Meeting:* A brief discussion was held about the timing of the fall DED Executive and General Committee meetings (whether it should be held on Sunday prior to the IMECE or on a week day/night). This discussion could not be finished due to time constraints, so it will be addressed by follow-up emails.
 - *Donations of ASME Members:* Shabana raised the issue of a new ASME initiative involving membership donations to divisions, saying that DED had received the largest total of all divisions (reportedly ~\$8K). Kazerounian (DED Treasurer) was unaware of these funds.

Action Item: (Kazerounian) Track down these funds and report back to the committee.

- In light of the fact that no one was present at the meeting from ASME who could respond to the above issue of funds, Azarm raised the concern that the ASME representative should either participate in the meeting or make arrangements for a replacement (with suitable notice given to the chair). Vance will discuss this with headquarters.

4. **Vice Chair/Treasurer's Report.** K. Kazerounian presented the Vice Chair/Treasurer's Report (oral and written). The division finances are in good shape, even though recent conference funds have still not been distributed to divisions. Other points raised in the oral report:

- The matching funds to technical committee award accounts were reviewed.
- Some discussion took place over the issue of distribution of IDETC funds. The current policy is to retain 50% of the net DED revenue from the conference in the custodial fund, and distribute the remaining 50% to committees based on papers received per conference. The DTM Committee has expressed concern about their lower allocation given the fact that they seem to have a more stringent acceptance policy for conference papers. When funds are distributed on the basis of papers per conference, their portion will not be as high as it would be if their acceptance rate were as high as for other conferences. Kazerounian pointed out that because of this issue, a correction factor of 1.5 has been used in recent years for their allocation. There was some discussion about possibly increasing the factor to 2, but it was decided that the issue should first be clarified with the committee before any action is taken.

Action Item: (Kazerounian) Contact DTM to discuss the issue and first make sure that they are aware of the current allocation and correction factor. See if they have counter proposals, then try to develop a formula that is reasonable to both DED and DTM committee.

- Other currently unresolved issues of funds were discussed. It was decided by consensus (upon Kazerounian's recommendation) that we should stop chasing ~\$400 of assorted outstanding funds dating back to 2004 which are not receiving response from ASME. An additional \$3,304.60 is also being chased down for the following conferences: IMECE 2003, IMECE 2004, NMW 2003, IDETC 2004, and IDETC 2005.

Action Item: (Kazerounian) Continue to follow up on these missing funds within the next three months. Report back to the committee so that a decision can be made at the next meeting about possibly abandoning them.

- *Proposal for Distribution of Funds to Technical Committees:* A plan for distribution of funds to technical committees was put forth by Kazerounian. The plan would be to target 5% growth in the division custodial fund. Any realized excess for a given year would be partially distributed to committees. The amount (e.g. 50%, 40%) and the method of determining which committee receives what portion was up for discussion. In a year in which the target 5% growth is not realized, no distribution would be made. The committee wanted more time to consider a formal proposal, so no action was taken during this meeting.

Action Item: (Kazerounian) Write a formal proposal for this process and distribute to the committee for consideration and possible email vote.

5. **Immediate Past Chair's Report.** S. Azarm presented the Immediate Past Chair's Report (oral and written). Regarding the second item in the written report, a motion was made (Mourelatos) and seconded (Azarm) to endorse the agreement requested by the International Society for Structural and Multidisciplinary Optimization (ISSMO) and ASME (Design Automation Committee). The agreements are: 1) ISSMO and ASME will develop and implement a working relationship to provide complimentary support to specific conferences and activities, 2) ISSMO will participate in the Design Automation Conference, and 3) ISSMO and ASME will cooperate on the World Congress of Structural and Multidisciplinary Optimization (WCSMO). **The motion was approved.**

6a. **Liaison's Report – Systems and Design Group.** K. Waldon presented the Systems and Design Group Report (oral). No written report was provided.

- The Publications Committee, the Conferences Committee, and the Congress Steering Committee will all move to Technical Communities within ASME over the coming months. The Board on Knowledge and Communication is made up of six committees, including Committee on Conference/Publications Strategic Planning (this is the committee that will make the final decision on journal revenue sharing, as well as possible changes to the copyright form), Conferences Committee, Publications Committee, Congress Steering Committee, Interdisciplinary Counsels Committee, and Interunit Services Committee.
- The Counsel of Divisions will meet at the Summer Annual Meeting where the Group structure will be discussed.
- There has been discussion of Divisions and Institutes. These two entities operate similarly, however institutes focus on revenue generation, and as such their funds are taxed by ASME. Divisions' custodial funds, on the other hand, are controlled entirely by divisions.

6b. **Liaison's Report – Headquarters.** R. Ulvila's report is in written form.

7a. **Executive Committee Reports: a) Technical Conferences** (Written and oral reports by Hamidzadeh)

- *2007 IDETC/CIE:* Written report by H. S. and Tzou and N. Jalili. Vance sent letters of thanks to Tzou, Jalili, and their department chairs congratulating them on a good conference.
- *2008 IDETC/CIE:* Written report by J. Rastegar and S. Manoochehri. Hamidzadeh mentioned a desire to have a session to mentor new conference organizers and chairs. Azarm pointed out that this has been done in the past as a session under the title similar to, "Future Conference Planning." The committee agreed that this is a good idea to continue, and Hamidzadeh is free to run with it.
- *2009 IDETC/CIE:* Written report by K. Anderson and G. Flowers (and oral report by Anderson). In addition to the report, Anderson pointed out that they are working on creating a conference road map, based on lessons learned from 2007.
- *2010 IDETC/CIE:* Written report by P. Larochelle and A. Murray. A question was raised about the status of city selection (Vance). Hamidzadeh answered that bids will soon be solicited by ASME from three cities (Montreal, Portland, and Orlando). Vance requested for the committee to be given ample time to review the bids and the recommendation before having to make a decision. The preferred site is Montreal. There are strong arguments in favor of this site, including the passion of the organizers, and the potential for this site to actually enhance the ability of the international community to participate. Arguments were made by the committee minimizing the concern about a non-U.S. site.

7b. **Executive Committee Reports: b) Technical Committee Operations and IMECE** (Written and oral reports by Shabana)

- Vance raised the concern that the MESA web site says that it is a Technical Committee when in fact it is still a sub-committee.

Action Item: (Shabana) Contact the committee to correct the web site.

- *Design Education Committee Request for NMW Funds:* Doepker requested that recent NMW funds be distributed to the committee. Some discussion ensued about what funds have and have not yet been distributed. Funds up through the 2003 conference were distributed to committees, but none after that date (which total >\$20K for all committees involved). It was decided that a plan for distributing these funds to the appropriate committees should be formulated. Vance suggested that the basis for distribution could be according to committee participation (sessions) in the NMW's.

Action Item: (Mourelatos) Formulate a plan for distribution of NMW funds since 2003.

- *Design Education Committee Request for Funds to Support Student Competition:* Doepker requested funds for the Young Design Engineer's Project Competition (see written report). There was general support for this idea by the committee, but there was some concern that a case must be made for why these funds should be allocated in light of the fact that many other committees also have student competitions and/or awards that could also warrant funds if this door is opened. It was decided that a more formal request should be made, and the issue would be handled by email discussion and possible vote.

Action Item: (Vance) Contact Doepker for a formal proposal for special funds to support the Young Design Engineer's Project Competition.

- Anderson asked about ASME conference sponsorship on behalf of the MSNDC committee. He was instructed to fill out and submit a CA2 form.
8. **National Manufacturing Week (NMW).** Mourelatos presented an oral and written report. The main issue is that given the changes in structure and lack of financial return to ASME from this activity, there is no longer a business case for the division to continue participating in this event. **A motion was made (Mourelatos) and seconded (Kazerounian) to discontinue DED participation in NMW. The motion was approved.** Azarm suggested that even without active participation in NMW, it would be a shame to lose Mourelatos' experience on the Executive Committee. Vance suggested that we treat that as a separate issue, and for the present time Mourelatos will continue in the role of NMW representative (a position prescribed in our by-laws).
 9. **Journal Relations.** W. Clark presented a written report. No further discussion was necessary.
 10. **Old business.** No old business was discussed.
 11. **New Business.** No new business was discussed.

The meeting was adjourned at 3:10pm.

Respectfully submitted,

William W. Clark
Secretary of the Division