

**ASME Design Engineering Division Executive Committee Meeting**  
**Minutes of the meeting on**  
**Tuesday, September 4, 2007, 2:30-5:00**  
**Rio All-Suite Hotel & Casino, Lambda C Room**  
**Las Vegas, Nevada**

**Present:** K. Anderson, S. Azarm, W. Clark, J. Davidson, E. Dolan, G. Fadel, G. Flowers, J. Ge, L. Howell, K. Kazerounian, P. Klasky, N. Jalili, P. Larochele, S. Manoochehri, M. McCarthy, G. Mocko, Z. Mourelatos, J. Rastegar, A. Shabana, S. Sinha, J. Summers, H.S. Tzou, R. Ulvila, J. Vance, K. Waldron

1. **Call to order.** The meeting was called to order by J. Vance at 2:30 pm.
2. **Approval of minutes.** The minutes of the Executive Committee Meeting held by teleconference on Friday, March 9 at 2 pm EST were unanimously approved after notation of an error in a name that will be corrected.
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:
  - *Personnel Changes:* The newest Executive Committee member, W. Clark was recognized, along with R. Ulvila as the new ASME staff support for the Systems and Design Group (including DED) and the Environment and Transportation Group. Other changes include H. Lipkin as new USToMM representative and F. Tahmasebi's appointment as the Government Relations Committee Chair. All other standing and special committee chairs were reappointed. Two committee chair terms will end in June 2008, including Constitution & Bylaws and Honors & Awards. In addition a Student Affairs committee chair will likely be needed as P. Larochele will focus more attention on IDETC 2010.
  - *Action Items from March:*
    - Accounting items were addressed (excess revenue for IDETC 2006) and transfers/matching to award accounts.
    - Discussions to initiate IDETC web sites prior to the current one-year point have occurred, and this will begin to be done.
    - A new newsletter editor is in place. J. Michalek, and the newsletter has recently been published.
  - *New Initiative:* J. Vance raised the possibility of forming a new standing committee on Broadening Participation that would focus on activities that broaden the participation of minorities and underrepresented members in the division.
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, although it is a struggle to get up-to-date reports from ASME. This issue is under discussion at ASME. Other points raised in the oral report:
  - A total of \$36K from the DED custodial fund was matched by technical committees and moved to award accounts.
  - The Outstanding Educator Award account funds will be moved to the Da Vinci Award account, and then the account will be closed.
  - There are some discrepancies in account transactions that still need to be resolved (detailed in written report), but these are difficult or impossible to do with the current ASME accounting and information system.
  - **Motion: L. Howell moved (seconded by K. Kazerounian) that we follow up the award matching program from the Spring by moving \$10K (the equivalent maximum allowed by the committee match program) to the Da Vinci award account. The motion passed unanimously.**

*Action Item: Transfer \$10K from DED custodial fund to the Da Vinci Award account. (K. Kazerounian).*

*Action Item: Prepare a proposal for consideration in the spring meeting regarding continuation of the matching fund program for TC awards. The report should address the issue of whether the match amounts should be prorated according to committee participation in the IDETC. (K. Kazerounian)*

5. **Immediate Past Chair's Report.** S. Azarm presented the Immediate Past Chair's Report (oral and written). Some suggestions have been made regarding the division's bylaws, and are detailed in the written report. The issue of technical committee officer term limits (as specified in the DED Bylaws) was raised. It was pointed out that two committees, Vehicle Design Committee and Reliability, Stress Analysis, and Failure Prevention Committee, do not abide by the limits. A suggestion was made that the DED Chair or the TC Executive raise this issue with each committee.

*Action Item: Write a formal letter from the DED Executive Committee to the Vehicle Design Committee and to the Reliability, Stress Analysis, and Failure Committee stating that they are violating the term limits set in the DED Bylaws, and that a plan for succession of officers must be prepared. (J. Vance)*

- 6a. **Liaison's Report – Systems and Design Group.** K. Waldon presented the Systems and Design Group Report (oral). There has been a recent emphasis within ASME to reduce the size of the IMECE meeting, but the consensus is that it has now been reduced far enough after recent changes. The division bylaws need to be updated. These were updated two years ago, but received no feedback or approval from ASME. This is now done at the Group level, but no higher within ASME. The DED should review the Bylaws and then resubmit to the Systems and Design Group for approval. Elections are coming up for the operating board – the DED should consider nominations. The operating board meets twice yearly, once at the IMECE and again at the LTC. There was a long discussion about changes and concerns within ASME. A major concern is the accounting system and the ability for divisions or technical committees to get access to current information. K. Waldron said that ASME is working on a system that will allow direct access to accounting information. A message will be conveyed to ASME by P. Klasky and K. Waldron about the need for both immediate and long term solutions to the accounting problems. A new strategic plan will be done soon. The division will need to provide input. A possible item suggested by K. Waldron is to propose raising the Da Vinci award to the society level, with the required funding coming equally from the division and the society. A question was raised by S. Sinha about the possible benefit to the committee becoming part of an institute as opposed to part of Knowledge and Communities.

*??Action Item: Resubmit Constitution and By Laws for approval. (Vance)*

*Action Item: J. Vance appointed S. Sinha to chair a committee to study the issue of the Design Division becoming part of an institute, possibly with the Dynamic Systems and Control Division. W. Clark will serve on the committee, along with someone to be named from DSC. (S. Sinha and W. Clark)*

- 6b. **Liaison's Report – Headquarters.** R. Ulvila presented the Headquarters Report (oral and written). ASME is working on improving support for the Divisions and Sections. More discussion followed about the accounting system, staff support at ASME, and recent changes and priorities at ASME. Changes are being made to address known concerns, but they take time.

7a. **Executive Committee Reports: a) Technical Conferences**

- *2007 IDETC/CIE:* H. S. and Tzou and N. Jalili submitted written and oral reports on the status of the ongoing conference. The conference is very successful, with 13 conferences hosting a total of 1223 technical papers. While the conference has been running smoothly, the biggest problems have arisen from the inadequate number of rooms that were allocated based on projections from even year IDETC's instead of odd years. This must be avoided in the future. Some discussion was held about the planning of future IDETC's, and it was pointed out that if the conference continues to grow, convention centers will need to be used, which will result in additional costs (up to \$100K for space rental).
- *2008 IDETC/CIE:* An oral report was presented by J. Rastegar (and written report was provided by J. Rastegar and S. Manoochehri). Preparation for this conference is well underway, with a hotel having been secured in New York at a very reasonable cost (for that city). Some concern was raised about the rising conference costs (both hotel rates and conference fees) for students and faculty. A suggestion that less expensive cities may need to be considered. The call for papers for this conference is now on the web site.

- *2009 IDETC/CIE*: Written and oral reports were submitted by K. Anderson and G. Flowers. The planning and preparation for this conference is going very well. The San Diego Convention Center has been offered free of charge, and an adjacent hotel, the Omni Hotel, has been secured for a room rate of \$189/night. Venues for the reception are being considered. Local university support is being pursued.
- *2010 IDETC/CIE*: P. Larochelle presented an oral report (written report was also submitted by P. Larochelle and A. Murray). The preferred site is Montreal, however there is still some concern over the accessibility of that location to foreign national students in the U.S. The Executive committee must provide feedback on this issue by the March meeting to approve of this as a viable site. Other choices are Albuquerque, St. Louis, and Indianapolis.
- *2010 IDETC/CIE*: There has been some expressed interest in organizing this meeting, but no proposals have been received. Some discussion was held on the issue of holding an international conference (outside of North America).

#### 7b. Executive Committee Reports – Technical Committee Operations and IMECE

- A. Shabana presented the report (written and oral). The main items presented in the meeting include: the new chairs are listed in the report; all committees submitted written reports; new committee awards have been proposed and approved, including the PTG committee's The Darle Dudley Award, the Mechanisms and Robotics Best Paper Award, and the Micro and Nano Systems Committee Award; the Vehicle Dynamics committee is holding its first conference at the 2007 IDETC, and the Mechanism & Robotics Committee has proposed the establishment of a new journal.
- B. The 2007 IMECE will be held in Seattle. Approximately 1500 people are expected. Papers will be divided into 17 tracks containing 460 sessions. Revenues will be distributed 40% to ASME and 60% to divisions. Registration fees are being waived for two keynote speakers in each track. A revised plan for restructuring the congress was approved by the Technical Communities Operating Board earlier this year (included in the written report).

8. **Journal Relations.** W. Clark presented an oral and written report. The focus of the committee is on improving and maintaining the effectiveness of the journals sponsored by the Division, with emphasis on improving impact factors. It was noted that the JMD has experienced significant improvement in its impact factor, and the steps taken by this journal should be followed by the other journals as well, if they are not already being taken.

An extensive discussion took place over the issue of creating a new journal. The proposal has been initiated by M. McCarthy (editor of JMD) and the Mechanisms and Robotics committee. At issue is the heavy submission rate to the journal that needs to be reduced to a manageable level for the editor, and the desire to open up a new publication venue for different research areas. The difficulty with the proposal is balancing the desire to create a journal (title and scope) that serves the research communities of the M&R, PTG, and MNS committees without requiring a long and cumbersome title and an unwieldy scope. It is apparent that there are many sensitive issues that must be considered to satisfy all concerns. The discussion settled on the following key points: The current journal serves all three areas now, however limited, and that the new journal will create more publication opportunities, not less. No matter what words are added to the new title, it will be difficult to create a journal that serves as a publication home to all of the MNS community. The best approach, then, may be to keep the original focus and to propose the new journal as the Journal of Mechanisms and Robotics. A revised proposal is to be drafted and submitted by the division to the Publications Committee.

*Action Item: Rewrite the proposal for a new journal as the Journal of Mechanisms and Robotics, and after approval by the division submit to the ASME Publications Committee. (M. McCarthy and J. Vance). Note: given the discussion that took place in the General Committee Meeting and in the Mechanisms and Robotics Committee meeting, this action item may be revised.*

9. **Old business.** No old business was discussed.

10. **New Business.** Due to the late time, the new business was postponed for email discussion and vote, including:
  - a. Registration Waiver policy for IDETC Conferences
  - b. Award matching program continuation
  - c. ASME/VT Memorial Scholarship Fund

11. The meeting was adjourned at 5:25 PM.

Respectfully submitted,

William W. Clark  
Secretary of the Division