

ASME Design Engineering Division Executive Committee Meeting
Minutes of the meeting on
Sunday, March 19th, 2006
UIC Campus, Room 1043 ERF
Chicago, Illinois

Present: S. Azarm, E. Dolan (teleconferencing) N. El-Ghobashy (telconferencing), K.C. Gupta, K. Kazerounian, A. Shabana, J. Vance

1. The meeting was called to order by K.C. Gupta at 9:00 am.
2. **Approval of the Minutes:** The minutes of the Executive Committee Meeting on Sunday September 25th, 2005 held in Long Beach, California were unanimously approved.
3. **Chair's Report:** K.C. Gupta presented the Chair's report (written & oral).
 - **Finance** Krish indicated that the DED finance is in a good shape.
 - **Newsletters** On the issue of the DED Newsletters, Krish mentioned that in the past (before 2005) ASME was paying for the cost of producing, printing and mailing the Newsletters. From 2005, ASME still pays for production and electronic distribution, but divisions have to pay for printing and mailing of paper copies. He mentioned that last year the members of the Executive Committee were evenly split on whether or not to have hard copies produced. The decision was made to produce 16000 hard copies. All members of the Executive Committee recommend printed copies at least for one more year in order to bring more visibility. This subject will be revisited next year.
 - **LTC** The Technology Executive Conference was renamed to Leadership Training Conference (LTC). Krish recommended the incoming Executive Committee Chair to attend this conference. Earlier in 2006; ASME reduced the number of ASME-paid attendees from 2 per division to 1 per division.
 - **ASME Journal of Medical Devices** An update on the proposed document for the ASME Journal of Medical Devices was given (see a later item).
 - **Website** A test DED web page was produced by Shayne Gooch. Based on the input received from the committee members, some changes are recommended. Kazem and Judy recommended adding a picture that pertains to the subject of engineering design. Nonetheless, all the members approved the main design of the web page.
 - **ASME Honors & Awards Committee** Krish discussed the membership of the Honors & Awards Committee. Joe Davidson recommended the reappointment of Alan Parkinson for the Machine design Award. The recommendation was unanimously approved by the members of the Executive Committee. For the Spira Design Educator Award, the committee members approved the reappointment of Art Erdman and Alan Parkinson. For the Worthington Award, Krish recommended the appointment of Joe Davidson as the DED representative. The recommendation was unanimously approved by the members of the DED Executive Committee. All of these terms are for 3 years. (A typo appeared in Krish's written report that mentioned terms as 7/06-6/08 instead of 7/06-6/09. This was corrected in ASME transmittal.)

- **DED Bylaws** Krish pointed out that the DED Bylaws need to be updated. However, Shapour mentioned that Ken Waldron suggested waiting for two years before making changes in the Bylaws because of the ASME reorganization. Judy suggested that the changes approved in 2004 should be moved forward. Krish proposed as a solution to post the DED approved changes on the DED web site with a statement that indicates that these changes are pending approval by ASME. Judy made a motion to accept the changes made in Part I of Article 5 regarding the need to elect a representative to the Council of Engineering. This election is no longer required with the new ASME reorganization. Judy's proposal was unanimously approved by the members of the DED Executive Committee. The newly modified copy of the Constitutional Bylaws and Operating Procedures which includes the changes made in 2004 should be forwarded to ASME for approval.
 - **IEEE/ASME Transactions on Mechatronics** Krish updated the members of the committee on the status of the IEEE/ASME Mechatronics Journal.
4. **Vice Chair and Treasurer's Report:** S. Azarm presented the Vice Chair and Treasurer's report (oral & written).
- **Finance** Shapour reported that the DED finance is in a good shape. The balance provided in the written report was up to 01/31/06. It took time and efforts to get the first financial report from ASME.
 - **Distribution of Excess Revenue** The DED revenue from different conferences was discussed. The figures were presented in the written report. The distribution of the excess revenue to different technical committees will be based on the number of papers (or number of sessions if paper numbers are not available) of each conference. After deducting CIE share, 50% goes to the DED custodial fund and the other 50% is distributed among the technical committees. The distribution of the IMECE revenue will be based on the number of sessions.
 - **Request for Technical Committee Funding** Two requests for funding were made by the Technical Committee on Multibody Systems and Nonlinear Dynamics (\$2,200) and the Technical Committee on Micro and Nano Systems (\$2000). The request of \$2000 for MNS was approved with the stipulation that DED funds not be used for travel, while \$1000 was approved for MSND to help the committee with the initial investment in the award plaque design and casting.
 - **LTC Experience** Shapour reported on his LTC experience. He mentioned that full cost accounting is a concern and it is important to know about the details of the 15% conference charge which is another item of concern. Judy brought up the issue of the approval of the Constitutional Bylaws and Operating Procedures. Noha suggested that we should consult with Ken Waldron who is of the opinion to wait until things settle down. Shapour expressed concerns about the even year conferences which are on the border line in terms of finance. The Dynamic System and Control Division expressed interest in leaving IMECE and joining other division conferences and DED is a natural fit.
5. **Past Chair's Report:** No oral or written report was presented.
6. **System and Design Group Report:** No oral or written report was presented.

7. **Headquarters Report:** N. El-Ghobashy summarized the changes as the result of the ASME reorganization in her Headquarters report (oral). Noha indicated that there are new foci as the result of the ASME reorganization. She summarized ASME strategic objectives which include strengthening the relationship with industry, understanding the needs of members and industry customers outside the United States (globalization), make ASME indispensable for early career engineers by providing technical information, resources and career development services, strengthen the relationship with governments, and increase the revenue through new products and global growth. With regard to globalization, we can plan to have some of our conferences in international locations. Noha also mentioned that we should encourage young engineers to participate in IDETC's. Kazem questioned the planned 15% ASME surcharge on conference budget and asked if such a charge is written in any official document. Kazem indicated that the 2006 IDETC Conference Organizing Committee has a problem accepting this charge. Noha responded that this requirement is made by the ASME Conference Committee. Kazem proposed to relax this policy for even year conferences until such a policy is documented. Krish suggested that Kazem and Vijay Kumar (2006 Conference Chair) send an E-mail to ASME regarding this issue.
8. **Technical Conferences:** K. Kazerounian presented the technical conferences report (oral): Kazem expressed disappointment on how Kim Punter's departure was announced by ASME. He said that the preparation for the 2006 conference is going well and the conference has a good management team and good web site. The 2007 conference is in a good shape. The conference location and hotel have been selected and the conference web site is on. Kazem expressed concerns regarding the 2008 conference. There has been no rate confirmation and there were problems resulting from Kim Punter's departure. The hotel rate in New York City can be very high, and the organizers are exploring having the conference in another city in case New York does not work out. For the 2009 conference in San Diego, there are two chairs and two program chairs. The hotel has not been finalized. For the 2010 conference, there were two declarations of interest, but both were withdrawn. Therefore, the 2010 conference has no active proposal.
9. **Report on Technical Committee Operations and IMECE:** This report was presented by J. Vance (oral and written). Judy reported that the technical committees are doing well. The Design Education Committee is searching for a new chair in 2007. Judy discussed the change of the leadership of the VDC. Shapour mentioned that such a change in the leadership is recommended and will have a positive impact. Judy mentioned that the IMECE sessions get allocated late and this causes problems. This is Greg Kowalski's last year and there will be a change next year. Krish reported that there will be a proposal to form a new technical committee on Entertainment Engineering. Once the proposal is received, probably in Fall 2006, it will be a subcommittee under DFM for at least one year. The idea of moving VDC symposium from IMECE to IDETC was discussed. It is recommended that VDC contacts the 2007 conference chair if there is a plan to join this conference.
10. **Journal of Medical Devices:** K. Kazerounian reported on the Journal of Medical devices (oral): A special issue on medical devices of the ASME Journal of Biomechanical Engineering appeared recently. Kazem summarized the journal advisory board document that explains the structure of the Advisory Board (included in the report). Kazem made a motion to approve the advisory board document. Krish recommended some editorial changes regarding typographical mistakes in the name of the journal and division. Krish suggested approving the advisory board document, but he made it clear that there will be no more

approvals until the complete journal proposal is finalized and looked at by DED Executive Committee members. The advisory board document was unanimously approved by the DED Executive Committee.

It was also recommended to include the documents on the journal co-sponsorship on the DED web site so that it can be easily accessed. The document for JCISE will be extracted from a longer e-mail by Shapour and sent to the members of the DED Executive Committee for review. A web site sub-link will be established for these documents.

11. **Old Business:** The idea of changing from division to institute was brought up again for discussion by Judy. Krish indicated there has been no progress made regarding this issue.

12. **New Business:** Two items were discussed:

- **TCVS Concern** The TCVS' written concern over the lack of adequate representation in the DED Executive Committee was discussed. The members of the DED Executive Committee expressed their views on this subject. It was suggested that Krish Gupta as the Chair of the committee respond in writing to the TCVS letter.
- **Industry Participation** Increasing the industry participation was discussed at the end of the meeting. No specific recommendations were made.

13. The meeting was adjourned at 12:30 pm.

Respectfully submitted,

Ahmed A. Shabana
Secretary of the DED Executive Committee