

ASME Design Engineering Division Executive Committee Meeting
Minutes of the meeting on
Sunday, September 25, 2005
Hyatt Regency-Long Beach, Seaside Boardroom
Long Beach, California

Present: S. Azarm, N. El-Ghobashy, K.C. Gupta, K. Kazerounian, B. Ravani, D. Segalman, A. Shabana, J. Vance

1. The meeting was called to order by K.C. Gupta at 2:00 pm.
2. **Approval of the Minutes:** The minutes of the Executive Committee Meeting on Sunday March 6th, 2005 held in Chicago (UIC campus) were unanimously approved.
3. **Chair's Report:** K.C. Gupta presented the Chair's report (written & oral). He indicated that the ASME reorganization, *Continuity and Change*, will impact every aspect of ASME. All technical divisions, local sections and students sections will be under the *Knowledge & Community Sector* (K & C). With the ASME reorganization, ASME will apply an overhead of 18% called *General & Administrative* charge (this is not finalized yet as per Dan Segalman and Noha El-Ghobashy). We also have to be watchful that the balance does not tilt over to ASME staff on matters of technical and professional decision making. The DED has successful partnerships with other divisions and societies. An example is the partnership between DED and CIE in organizing the IDETC/CIE conferences. Discussions on the collaboration with the Dynamic system and Control (DSC) Division are underway (see New Business for additional information). DED has renewed pledge to support the *Journal of Computing and Information Science in Engineering (JCISE)*. Bahram Ravani will represent the Division in continuing discussions with Jami Shah (JCISE discussions reached satisfactory conclusion—see Bahram Ravani's report). Shayne Gooch is working on creating a new DED web page which should be ready for evaluation by the Executive Committee in the near future.
4. **Vice Chair and Treasurer's Report:** S. Azarm presented the Vice Chair and Treasurer's report (oral & written). Shapour reported that the DED custodial fund balance is \$296,705.52 and the Technical Committee account balance is \$42,329.32. The balance for the award accounts is \$199, 157.29. ASME accounting year is from July 1 to June 30. His supplemental report covered (1) distributions of excess revenues to custodial/general fund (50%) and to technical committees based upon number of papers and/or sessions (50%), (2) another possible award fund matching program in future, with details to be developed, (3) M&R committee's request for \$1,000 in special ad hoc funding to ease switch to annual M&R conference cycle – it was approved – and (4) non-financial co-sponsorship of *IEEE Intl Symp Assembly and Task Planning* (K. Saitou, organizer) – it was approved.
5. **Past Chair's Report:** S. Sinha presented the Past Chair's report (oral & written). Subhash summarized the accomplishments achieved during last year. The DED was able to convince ASME Publication Directorate to start a new ASME Transaction *Journal of Computational and Nonlinear Dynamics*. Two subcommittees on Micro-Nano Systems that operated within TCVS and Mechanism and Robotics Committees made a proposal for formation of a new technical committee and now we have a new technical committee on

Micro/Nano-Scale Systems (MNS). Subhash thanked Constantinos Mavroidis, Arvind Raman and Laxman Saggere for their efforts and expressed his confidence that the MNS committee would be a great asset to the DED. Subhash also pointed out that we must be quick in identifying new scientific and technological advancements and provide room for development in our technical committees. Our conferences and journals must encourage rapid publications of research articles in emerging and evolving areas. Our Editors must try to improve the citation index ratings of their journals on a continued basis. He also appealed to the Associate Editors and reviewers to make every effort to expedite the reviewing process. Subhash thanked the current members of the DED Executive Committee. He also congratulated Krish Gupta, the incoming Chair of the DED who started his tenure on July 1, 2005.

At the conclusion of Sinha's report, Gupta presented a plaque of appreciation to him for his outstanding service as Division Chair for 2004-05.

6. **System and Design Group Report:** Dan Segalman presented the System and Design Group report (oral & written). Dan reported that there has been a substantial reorganization at the higher levels of ASME. The changes involve both volunteer leadership and staff. The reorganization seems to have been driven by a combination of the need for fiscal reform and the perception that it was time for a change. This reorganization affects all of ASME, but it affects different sectors to different degrees. The impact on each Division should be generally small and manageable. The purpose, mission, and the general "day-to-day" business of the Divisions have not changed. The biggest change from the Technical Division viewpoint is that the former Council on Engineering (where the Divisions lived) and Council on Member Affairs (where the local Sections lived) have been merged, into the "Knowledge & Community (K&C) Sector". "Sector" is a new name for what were "Councils". Dan also outlined the following changes:

- Representation: The divisions are organized into Technical Groups. This will not change. Up until this fiscal year, each Group was led by its own Vice President. Each Group would recruit a number of VP candidates and the ASME Nominating Committee would select one. The big change here is that the Group Leader is no longer a VP and is no longer selected by the Nominating Committee. It is up to each Group to select its own leader in whatever manner it finds appropriate and consistent with ASME's rules. The Technical Group Leaders (TGLs) serve on the "Technical Communities" Operating Board, which is presided over by a VP. That VP is selected by the Nominating Committee and sits on the board of the K&C Sector.
- Finance ASME is, and has been running a deficit and is using up its reserve. ASME, as a corporation, is undergoing a major financial systems and process overhaul. The net effect of these changes on the divisions should be small. The biggest practical changes are summarized as follows:
 - + Divisions will be charged for their use of staff time.
 - + ASME is looking for coherent means of charging all their customers, including divisions.

- + Several groups in ASME are looking at ways to distribute funds and create new funding opportunities, so that units will have the money they need to pay these expenses.
 - Technical Publications and Technical Conferences: Historically the administrative committees that oversee the technical conferences and technical journals lived within the Council on Engineering (now Technical Communities). With the reorganization, these committees have been moved under the VP for Programs and Activities of the K&C.
 - Training: Each year, each division would send its incoming chair and its incoming executive board member to the TEC to learn the ways of ASME. This activity was supported with travel funding per ASME policy. Divisions with healthy custodial funds might choose to send more delegates at the division's expense. Divisions are now more responsible for training their officers. Two major changes are taking place:
 - + Division leader training (TEC) is being merged with section leader training. What was the TEC will continue as a K&C leadership conference (actual name yet to be chosen), with plenary sessions made somewhat more general and new sessions added to serve the sections. (The 2006 leadership conference will be March 3-5 in Houston.)
 - + K&C may at first underwrite the participation of only one division officer at each XEC, instead of two.
7. **Headquarters Report:** N. El-Ghobashy presented additional items on ASME reorganization in her Headquarters report (oral).
8. **New Technical Conferences:** K. Kazerounian briefly presented the New Technical Conferences Report (oral): IDETC 2006 in Philadelphia, IDETC 2007 in Las Vegas (Rio), IDETC 2008 in New York (or Washington, DC? or Boston?), IDETC 2009 in San Diego (?). General Committee was to include more detailed discussions.
9. **Report on Technical Committee Operations and IMECE:** This report was presented by J. Vance (oral & written). Judy reported that the Design Education Committee was revitalized this year under the leadership of Clive Dym. The members of the committee approved the operating procedures. A committee meeting was scheduled for the 2005 IDETC. Clive stepped down in June as the chair of the committee. Phil Doepker is the new chair. A new technical committee on Micro/Nano Scale Systems was formed and approved by DED in June. The first meeting of the committee will be held during the 2005 IMECE.
- The DED will sponsor a total of 34 sessions at the 2005 IMECE to be held November 5-11 in Orlando, Florida. A total of 176 papers/panels/presentations are planned.
10. **Journal Relations Committee:** B. Ravani reported on the DED co-sponsorship of the *Journal of Computing and Information Science in Engineering* (JCISE). The DED agreed to co-sponsor the journal and supported the re-appointment of Professor Jami Shah as the Technical Editor of the journal. Two DED members and two CIE members will serve on the

journal Advisory Board. Chairmanship of the Advisory Board will rotate between CIE and DED; JCISE Technical Editor will not be the chair of the Advisory Board. Currently the journal Advisory Board has only one DED member, Alan Parkinson.

Subhash Sinha made a motion to elect Bahram Ravani as the second DED member of the JCISE Advisory Board. The motion was unanimously approved by the members of the DED Executive Committee.

DED bylaws will be adjusted to reflect two types of journal sponsorships: primary sponsorship with stricter DED supervision and control, and secondary co-sponsorship with more flexible DED control.

11. **Old Business:** None

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

- An Action Committee to explore the collaboration and partnership with the Dynamic Systems and Control Division (DSC) and Computers in Engineering (CIE) Division was formed. The DED members of the committee are K.C. Gupta, S. Sinha, J. Vance, and N. El-Ghobashy. Members from CIE and DSC are to be named by those divisions.
- The DED co-sponsorship of the proposed new ASME journal on Medical Devices was discussed. Discussion is underway with Art Erdman. K. Kazrounian is our liaison.

13. The meeting was adjourned at 4:30 pm.

Respectfully submitted,

Ahmed A. Shabana
Secretary of the DED Executive Committee