

ASME Design Engineering Division
Executive Committee Meeting
Minutes
Sunday, February 22, 2004, 9:00 AM - 11:15 AM
ERF 1043 (MIE Conference Room)*, University of Illinois at Chicago
Chicago, Illinois

Present: S. Azarm, T. Chase, F. Goldfarb, K. Gupta, K. Jacobsen, D. Lewicki, B. Ravani, J. Renaud, A. Shabana, S. Sinha, J. Vance, S. Velinsky

Bahram Ravani (chair) called the meeting to order at 9:00 am. Fred Goldfarb was recognized for his long service to the Division. He will be leaving ASME at the end of June. Tom Chase was also recognized for his service as chair last year and was presented with a certificate.

Minutes from the September 2003 DETC meeting of the Executive Committee were unanimously approved.

Chair's report (Ravani): (written report)

Ravani suggested that the 9 strategic questions outlined in his written report be the criteria used to judge the health of our division. Several new appointments have been made. Dr. Jeffery Dohner of Sandia National Laboratory was asked to chair the member interest committee, however, he declined. Dr. Albert V. Karvelis of Packer Engineering has been appointed chair of a special committee on engineering licensure. Dr. Souran Manoochehri, of Stevens Institute of Technology has been appointed chair of a Special Committee on Advisory Board. Dr. Manoochehri will report at the September 2004 meeting in Salt Lake City. All appointments are for two years. Ravani recommended that Professor Clive Dym of Harvey Mudd College be appointed as chair for the Design Education committee. This committee has not been active and a new chair might be able to turn the committee around. Chase moved to accept this recommendation. Sinha seconded the motion. The motion passed.

Ravani noted that ASME is extremely slow about getting reports to the DED. Just recently we received the financial report from the 2002 conference and we have only received the 2003 conference close out report. Ravani recommended that we expand the monitoring role of our executive committee. He proposed that each executive committee member take a two year rotation and act as a liaison with each of the following councils: council on codes and standards, council on education, and council on government affairs. The former chair would also be a liaison with other divisions within ASME. The chair and vice chair are exempt. Chase moved to accept this recommendation. Gupta seconded. The motion passed.

The use of the web tool for paper coordinating at the conferences was discussed. Ravani stated that the original plan from ASME was to charge for the web tool and reduce conference charges as the publications decreases would be offset by conference fees. This is not what is happening. The committee for 2005 wants to drop the ASME web tool and find

another way to submit papers electronically. The 2004 committee is using the web tool and paying \$30 per paper. Azarm stated that he believes the division should have a uniform policy and not leave it up to each conference. Goldfarb added that he believes the meetings staff reduces their charge because of days saved using the web tool. One problem with 2004 was that several committees were using their own web submission tool. Elizabeth Ely will be joining the ASME meetings staff as managing director of meetings and exhibits. Ravani asked Azarm to meet with the 2005 conference committee and ASME meetings staff and propose a policy to the division.

Ravani has prepared a presentation for the TEC about our division. Azarm will attend and make the presentation.

Treasurer's report (Sinha): (written report)

The ending balance for the custodial fund is \$286,742 which is an increase over last year's balance of \$214,617. The wrong account numbers have been fixed, however, there is still one account that does not have an account number and has a balance of \$241. Last week Sinha received the final report from ASME for the 2002 conference which shows a \$10,791 surplus (including CIE). The 2003 IDETC close out report from ASME shows a surplus of \$60,476 which also includes CIE. The breakout for CIE is based on the number of papers at the conference. Tom Chase mentioned we also have to have matching money for awards. Sinha said that in a week will know the breakout. Our policy is to take the DETC surplus and retain 50% for the division custodial fund and distribute the remaining 50% to the technical committees based on registration check off. Ravani said that it doesn't seem to be realistic to make the breakout based on registration check off since we don't even have that information for the 2002 conference. He suggested we use the number of papers as a metric. Velinsky stated that in the past, the number of papers has been shown to be a good measure of attendees. He also noted that it was division policy that the \$10 surcharge would be treated differently. It should be split with CIE with the division retaining the rest and the other surplus should be split among the committees. Sinha agreed that was the case. Sinha stated that the only committee requesting money was the Vehicle Design Committee which requested \$2000. Ravani suggested allocation \$1000 each to the new committee, Multibody Systems and Nonlinear Dynamics, and the Fastening and Joining Committee. Chase was concerned that the treasurer's report didn't include projected income. Ravani reported that the projected income will be \$20K to \$35K and our total obligations would include paying a fee to IFToMM and funding the Design Competition which would amount to about \$10K. Sinha moved that we allocate \$1000 each to the Multibody Systems and Nonlinear Dynamics Committee and the Fastening and Joining Committee. Gupta seconded. Motion passed.

Ravani proposed that the Division reject the request from the Vehicle Design Committee for \$2000. The division paid for the vehicle design awards last year and the committee continues to participate in the IMECE which does not generate income. Gupta indicated that of the \$2000 request, \$500 is for awards. He suggested that we should at least set up an account for this committee. Velinsky noted that there is still money coming from IMECE last year and that the Vehicle Design Committee should get some of that money.

Azarm asked about the \$6000 from Xerox that was to go to the Design Theory and Methodology Committee that has not been accounted for. Ravani asked Goldfarb to check

with Xerox to see if the check has been cashed. Goldfarb stated that he had spoken to Xerox when the error was identified and it is difficult for them to track the payment because the person who initiated it may have left the company. Chase said that he talked directly with ASME accounting and they said they had no record of the payment. Sinha moved that the Division should pay \$3000 from custodial funds and ASME Headquarters should pay \$3000 since the money is lost. If ASME Headquarters does not agree to this arrangement in a certain period of time, then they should pay it all. Azarm seconded the motion. Motion approved. Goldfarb will bring this up to ASME Headquarters staff.

Past Chair's report (Chase): (written report)

Chase received a note from Dick Hirsch stating that he was sorry he would not be able to attend the DED meeting. This was the first time in 30 years and he sent us his best wishes. Chase was charged with developing position requirements/descriptions for Journal editors, IFToMM representative, and Executive Committee members. The Draft Qualifications for the Nomination to the Executive Committee is included in his written report. Ravani suggested changing from specifying a "minimum" to outlining a set of guidelines. Velinsky noted that it is difficult to complete a minimum of two years as either a chair of one of the TCs, editor of one of the journals, or overall conference chair or program chair. Azarm suggested removing the 2 year requirement. Ravani asked Chase to modify the draft and present it again at the September Executive Committee meeting.

Systems and Design Group report (Velinsky): (oral report)

Velinsky reported that the DED is one of the most responsive division in the society; however, ASME is falling behind on duties. The DED Bylaws changes still have not been approved. Velinsky emailed the Senior VP of Engineering to get some action started and nothing has happened. Judy Todd at Penn State is the Vice Chair of the Council of Engineering and she has played a major role in improving the responsiveness of COE. Still, she has been unable to get Henry Scarton to do his job in overseeing the bylaw approvals. Henry Scarton has been the black hole in ASME bylaws for a long time. Velinsky has made it clear to the members of the Council on Engineering that volunteer positions should be rotated to avoid this situation. Velinsky will continue to follow up.

Velinsky also reported that a flattening of the Council on Engineering is occurring. Instead of VPs for publications, conferences, etc., there are now two committees: events and publications. The financial side is coupled in as well. There is an effort to begin to look at ASME as operating like a business. They are currently having monthly conference calls. At the last COE they had a financial report which measured nothing. People are finally getting the idea that changes are needed. Negotiating special rates with ASME is ridiculous. There should be a uniform policy and everyone should get the same deal on ASME charges. Sharing of journal profits should come back to the divisions. There are certain divisions that get their money solely from conferences. Basic engineering gets considerable income from their journals. It was moved that $\frac{1}{3}$ of journal profits should go back to the division that sponsors the journal. This is an interim arrangement because of the ASME reorganization. Chase asked if the divisions then also share in the journal risk. Velinsky stated that the arrangement would allow sharing in profits and require sharing the risks. Sinha stated that the publications committee likes the principle, however there is some concern about disparity if

some journals started paying their editors. Velinsky indicated that this proposal will move forward. Ravani stated that in his opinion it is a good policy. Velinsky noted that if this new way of operating like a business happens, then the sharing might reach 100% and that would be good for our division.

Velinsky reported that a new accounting system was coming on board at ASME, but that he was not hopeful that things will turn around quickly. HQ cannot respond quickly and this has been going on a long time. In 1997 he sat on a committee that made suggestions to conferences and publications. Going back to 1996, the cost of generating the CD was \$100 per registrant. It was supposed to go down and it didn't. In addition, all this negotiation stuff is crazy. We do not know much time the meeting services staff actually put in and their rates are negotiable. The Division needs to make a stand. Bioengineering has been running its publications successfully. Nothing says the division can't hire someone to run a conference. Ravani noted that right now Publications charges \$100 per registrant for the proceedings. We have a fiduciary responsibility to our members. Ravani will talk to the conference chairs for 2005 to see if they would be willing to take over their own publications.

Velinsky reported that the ASME reorganization is moving forward. The position of VP Systems and Design seems like it might be retained. One candidate is Tim Bennett. Anyone who was on the nominating committee for ASME was ineligible. Nominate people quickly if you have someone you want.

Headquarters report (Goldfarb): (written report)

Goldfarb noted several personnel changes which are outlined in his written report. ASME is down to 85,000 members. The largest number of members is 70 years old or older. The next group is age 45-49, followed by 40-44. The Systems and Design group is the largest group and has 16,000 members which is 130 below last year. Ravani noted that the % difference between the two years was not significant for our division. Goldfarb reported that although there was supposed to be a final report on the reorganization at the upcoming TEC, the Board of Governors will be meeting after the TEC to finalize the report. The final vote will be taken on April 23. The accounting system is still being tweaked. There is a move toward treating various ASME departments as vendors of choice under the new reorganization.

IDETC report (Azarm): (written report)

Shabana reported that for the 2003 IDETC, there were 970 registrations received with 640 budgeted. The conference surplus was approximately \$60,000. Azarm reported that for the 2004 IDETC, DAC, Mechanisms, and DTM have received 404 papers and 469 abstracts. There are some discrepancies between the number of abstracts and the number of papers due to confusion over using the ASME web tool. Two other conferences are using the eLane web tool. The budget is based on 450 attendees and 575 papers (including CIE and DFM). The paper deadline was last Friday. Azarm reported that Alan Parkinson, the conference chair, thought the conference was not very well publicized. Ravani indicated that he hasn't signed a budget.

The 2005 IDETC is being organized by Hamid Hamidzadeh and David Lee. They feel strongly that the cost of the web tool is too high.

The 2006 IDETC will be held in Philadelphia with Vijay Kumar as the general chair. The conference is planned for the second half of September.

There is a proposal from Professor Tzou of the University of Kentucky to host the 2007 IDETC in Las Vegas. Azarm noted that it was a problem finding a hotel in Las Vegas for a previous conference because of our size. Ravani said that it was important for Tzou to get a commitment from a hotel before moving forward. Ravani noted that a lot of international people came in 1999 because of the Las Vegas location of the conference. Sinha suggested that another choice might be Portland, Oregon.

There are two proposals for the 2008 IDETC. Lipkin and Mistree proposed hosting the conference in Atlanta. Rastagar and Manoochehri have proposed New York City. Sinha made a motion to approve the New York City location. Gupta seconded the motion. Azarm noted his concern about high hotel costs in NYC. Chase requests we find a hotel with charges of less than \$200 per night. Motion passed.

Technical Committee Operations report (Gupta): (written report)

Gupta reported that DED had 27 sessions at IMECE. There were a lot of complaints last year, but less this year. 90 abstracts were submitted so far for the coming conference. March 30 is the deadline for sessions. If sessions are less than 3 papers, then the sessions will be canceled. Ravani noted that working with this conference it is a big effort for the Division and is almost like running a conference.

Journal Relations Committee report (Azarm): (written report)

Ravani stated that he did send a letter to Jami Shah outlining an agreement with DED. He has not received a response and will continue to follow up.

Ravani noted that the Exec Committee had agreed on a procedure for the nomination of new technical editors and the bylaws need to be changed to reflect the new procedure. The operational item of using the Impact factor to gauge the effectiveness of the journals should not go into our bylaws. Ravani stated that Bergman wants to be appointed editor for a second term. The general consensus was to limit editors to one term. This procedure needs to be proposed and we need to modify our bylaws. Sinha stated that no other group has reappointed an editor. Ravani noted that we are trying to institutionalize this nomination process by having the technical committees propose names. Azarm recommended a target of three months for electronic reviews and six months for other reviews.

Constitution and Bylaws report (Vance): (oral report)

Vance reported that our current bylaws changes still haven't been approved. Ravani will appoint someone to chair this committee within a month. He will also propose changes to the bylaws and present them in the September meeting.

Old Business: none

New Business:

Ravani will appoint two journal editors as ex-officio members to the Journal Relations Committee. The charge to the Journal Relations Committee is to work with Journal Editors to help them to plan strategically. Sinha indicated he would like to serve as the representative

from the Publication Committee. Ravani stated that the JRC will be composed of Shapour (chair), Sinha, and two journal editors.

Respectfully submitted,

Judy M. Vance
Secretary

Chair's Report
Design Engineering Division of ASME
February 2004, Chicago
(B. Ravani)

1. **Strategic Issues**

- A summary power point document has been developed as part of preparation for the upcoming TEC04. This document is attached and summarizes our strategic plan, customers, and products as well as an outline of our strength and weaknesses.
- In developing a set of simple metrics for our division and following up the discussions in our first retreat, I am proposing the following set of questions to be used as a simple set of metrics for our division:
 - i. Are important technical work, enterprise work, and innovations come out of our activities?
 - ii. Are we covering all relevant important areas?
 - iii. Are we properly serving our members: academics, students, government employees, and practicing engineering community?
 - iv. Do we reach to interdisciplinary areas by teaming within and outside engineering?
 - v. Do we identify, recognize, and embrace new and evolving areas?
 - vi. Do the top people in the field remain involved with the activities of the division?
 - vii. Do our journals & conferences publish the most important developments in the field?
 - viii. Do our awards recognize the top developments and the leaders in the field?
 - ix. Are we developing the needed resources and the enterprise model to support and evolve our activities?

2. **Tactical Issues**

- *New Appointments and Special Committees:*

In order to achieve certain aspects of our new vision statement while fulfilling our mission, I have (after discussions with several individuals) made the following offer of appointments:

1. Dr. Jeffery Dohner of Sandia National Laboratory as the chair of member interest committee
2. Dr. Albert V. Karvelis, a senior vice president of Packer Engineering as the chair of a special committee on national

certification and or registration for Design Engineering practice. The charges to his committee include:

Evaluating ways that the Design Engineering Division of ASME can develop and provide some form of certification or licensing in the area of Design Engineering that would be at the national level.

Evaluating ways that the Design Engineering Division can help its members with State Professional Engineering Licensing.

Evaluating ways that the division can work with other professional societies in influencing state engineering licensing procedures and examinations.

3. Dr. Souran Manoochehri, Director of the Design and Manufacturing Institute and Professor of Mechanical Engineering, Stevens Institute of Technology as the chair of a special committee on advisory board for the division. The charges to his special committee include:

Develop plans and a time table for constituting a Board of Advisor (BoA) for the Design Engineering Division. The purpose of the BoA would be to meet and work with the executive committee once a year to help the division to develop and achieve its strategic goals and vision.

Organize the first BoA meeting and develop a time table for its annual meetings.

Develop membership rules and obtain by-ins for top level industry as well as government people to serve on this very important board.

Dr. Jeffery Dohner although had indicated on the phone that he will accept this appointment has declined due to changes of his workload at Sandia limiting his external committee work. Others have indicated accepted.

I have suggested an initial appointment period of two years renewable at the end of the two year period. Some special committees may be sunset when their tasks are accomplished.

- ***Existing Committees:***

We have been experiencing leadership problems with our Design Education committee. There have been several emails going around on various issues related to this committee. In my view, in order to resolve these and other related problems one way is to appoint a new chair for this committee. After advisement with Crispin Hales and others, I have asked Professor Clive L. Dym, Director of Center for Design Education HARVEY MUDD COLLEGE to consider this nomination. I am asking your approval of him as the new chair of the Design Education committee.

- **Continued Problems with ASME Headquarters:**

We continue to have problems with ASME headquarters in terms of their accountability in handling our accounts. We have had a lot of problems and delays to get the final financial report on our IDETC's. Our Group Vice President, Steve Velinsky, is aware of these problems and will be addressing them with COE. I recommend that there will be a maximum of two months limit (post the end date of each conference) for ASME headquarters to complete and submit to the division the financial report for each conference.

- ***Expanding the Monitoring Role of our Execs***

Following up our previous discussions we need to finalize establishing a rotation for our execs to act as division liaisons to the following ASME internal organization:

1. council on codes and standards,
2. council on education
3. council on government affairs.

The idea was to have each execs (with the exception of the chair and vice chair) to take a two year rotation and be a liaison to one of the above three ASME councils. I am requesting that we finalize this or disband the idea completely. In addition, we are asking the former chair to act the liaison with other divisions within ASME.

- *Use of the Web Tool for Our Conferences*

ASME publication has established a reduced rate of \$30 per paper for the use of the web tool. The 2005 IDETC program committee is expecting to receive approximately 800 papers for the conference in Los Angeles. This means that cost of using the web tool for the conference will be approximately \$24,000 in addition to our existing publication charges. The program committee for the conference feels that this is equivalent to the cost of developing the web tool and therefore not reasonable. I also agree and feel that if we use the web tool then the web tool should become free for all future activities of DED. Otherwise we should try to develop our own internet tool. All ASME units have to be able to provide competitive services to be consistent with the society policy.

- *Remaining Tasks*

We still have a long way to go to reach all our strategic and tactical goals. The establishment of a board of advisor mostly consisting of industrial members can help us in developing schemes to reach our goals and better prepare for the future. In the meanwhile, we still need to address the following issues:

- Codes and standards for design engineering practice
- Recruitment and retraining tools and workshops for practicing design engineers
- Standards and requirements for design engineering education (Design Education Certification)
- Design Engineering Certification
- Developing a process for attracting graduate students
- Developing or participating in a national student Design Competition
- Developing methods for attracting Industry People
- Finding ways and developing a process to increase diversity within the division
- Developing a process for maintaining our new members
- Appointing a chair and an agenda for the Member Interest Committee
- Appointing one new member to the Journal Management committee of IEEE/ASME Transactions on Mechatronics.

Design Engineering Division

A Technical Division of ASME

TEC 04 — Products and Services

Bahram Ravani, Feb 04

Division Vision and Mission

● **Vision Statement:**

To be an agile and engaged division of the Society that keeps abreast with rapid changes in knowledge, technology, and global and societal needs in the field of design engineering.

● **Mission Statement:**

To lead in fostering and promoting the art, science and application of Design Engineering as well as the professional careers of Design Engineers in Education, Research, and Engineering Practice.

Strategic Plan

Designed to achieve DED's vision while fulfilling its mission by:

- Ensuring that the division is evolving to respond to future changes and demographics
- Maintaining leadership technically and technologically
- Having a business model that would make the division evolve as a technical division as well as an enterprise
- Maintaining a process of attracting young and diversified groups of members and volunteers

Division Demographics

The division is presently the largest division of ASME and has been able to maintain approximately over 13,000 primary and 24,000 secondary members over the last several years. The division membership since 1997 is provided below:

Year	Primary	Secondary	Other	Total
1997	13,973	10,932	14,325	39,230
1998	13,763	10,848	14,471	39,082
1999	13,862	10,688	14,953	39,503
2000	13,652	10,392	14,942	38,976
2001	13,652	10,392	14,942	38,976
2002	13,522	9,697	14,417	37,636

Technical Committees

- Design Automation
- Design for Manufacturability
- Design Theory & Methodology
- Design Education
- Fastening & Joining
- Mechanisms and Robotics
- Power Transmission & Gearing
- Reliability, Stress Analysis, and Failure Prevention
- Vehicle Design
- Vibration & Sound
- Multi-body and Nonlinear Dynamics

Conferences

- The Division sponsors and organizes the annual International Design Engineering Technical Conferences (IDETC) each autumn which showcases advances in research on design related subjects. This conference usually has an excess of 500 participants and is currently the largest source of income for the Division.
- The Division also participates in the National Manufacturing Week formerly called the National Design Engineering Conference in Chicago, traditionally sponsoring 12 to 20 sessions and employing the conference as its primary source of contact with industrial members.
- The Division also participates in the International Mechanical Engineering Congress and Exhibition (IMECE) each winter – usually filling 22 to 30 sessions.

Publication Activities

Division Publications Include:

- One conference proceedings in the form of a CD ROM for division's annual International Design Engineering Technical Conferences,
- ASME Transactions *Journal of Mechanical Design*.
- ASME Transactions *Journal of Vibrations & Acoustics*.
- Joint publication of the IEEE/ASME *Transactions on Mechatronics*. This is a cross society journal published jointly with the Institute of Electrical and Electronic Engineers (IEEE). The Dynamics Systems and Controls Division also participates in this journal. This is a multidisciplinary journal cutting across mechanical and electrical engineering.

Products

Present Products:

- Technical Conferences Providing a Forum for the Exchange and/or documentation of Technical Information, enterprise issues, and practices of design engineering
- Technology Conferences, Exhibitions, and Shows aimed at the Practicing Engineers and Industrial Sector
- Workshops and tutorials for focused information and technology transfer
- Archival Journals for dissemination of long lasting knowledge
- Conference Proceeding Publications for rapid dissemination of knowledge
- Honors and Awards recognizing outstanding contributions
- Training of students and engineers

Additional Products Under Consideration for Development:

- Codes and standards for design engineering practices
- Recruitment and retraining tools and workshops for practicing design engineers
- Standards and requirements for design engineering education (Design Education Certification)
- Design Engineering Certification
- National Student Design Competition

Customers

- Members
- Technical Committees
- Design Educators
- Design Professionals and Practicing Engineers
- Students
- Industrial Organizations and staff involved in Design Engineering
- Government Organizations and staff involved in Design Engineering
- Codes and standard organizations and staff dealing with Design Engineering Standards
- Engineers communicating technical issues to the public
- The general public utilizing engineered products and processes
- Historians and sociologists dealing with technology and the society

Strength and Weaknesses

Strength:

- An enterprise model for a technical division with a well maintained revenue stream and a growth plan
- A division structure that attracts exceptionally capable volunteer group
- Well recognized publications with both short term and archival value
- A well established and managed technical conference
- Well established and recognized set of honors and awards

Weaknesses:

- Participation of industrial members in technical activities and conferences need improvements
- Graduate and undergraduate student participation need sustainable resources
- Better coordination is need with other ASME divisions and units
- Methods to ensure organizational agility are needed
- Coordination and networking is lacking with standards, accreditation and registration organizations

Metrics of Performance

- Are important technical work, enterprise work, and innovations come out of our activities?
- Are we covering other relevant important areas?
- Are we properly serving our members: academics, students, government employees, and practicing engineering community?
- Do we reach to interdisciplinary areas by teaming within and outside engineering?
- Do we identify, recognize, and embrace new and evolving areas?
- Do the top people in the field remain involved with the activities of the division?
- Do our journals & conferences publish the most important developments in the field?
- Do our awards recognize the top developments and the leaders in the field?
- Are we developing the needed resources and the enterprise model to support and evolve our activities?

**Treasurer Report
Design Engineering Division
ASME**

**By:
Subhash Sinha
2004 Spring Meeting Chicago
February 22, 2004**

Financial Report (The balances do not include revenues from IDETC 2002 and 2003)

Account Balances: We have had some more investment gains since the last report of September 2003. A complete listing of these accounts are shown below with total account balances from December 31, 2002 to January 31, 2004. The last report included the balances up to May 31, 2003. *The revenues from the IDETC 2002 and 2003 are not included.*

Date:	12/31/2002	5/31/2003	1/31/2004
Division Custodial Fund:		Account Number: 404-14-0000	
Balance:	\$214,617.70	\$231,822.29	\$286,742.85
Investment Income:	(\$9,216.72)	\$9,184.08	\$34,764.80
Revenues:	\$0.00	\$3,752.00	\$1,000.00
YTD Expenses:	(\$728.35)	(\$5,676.56)	(\$900.32)
Design Automation Committee Award:		Account Number: 404-14-5001	
Balance:	\$7,325.88	\$7,947.62	\$8,992.23
Investment Income:	(\$315.71)	\$306.03	\$1,070.14
Revenues:	\$0.00	\$0.00	\$0.00
YTD Expenses:	\$0.00	\$0.00	\$0.00
Robert E. Abbot Award:		Account Number: 404-14-5002	
Balance:	\$19,558.69	\$21,218.64	\$24,210.79
Investment Income:	(\$844.70)	\$815.25	\$2,910.99
Revenues:	\$0.00	\$0.00	\$0.00
YTD Expenses:	\$0.00	(\$307.54)	\$0.00
Leonardo Da Vinci Award:		Account Number: 404-14-5003	
Balance:	\$4,685.20	\$4,952.73	\$4,390.60
Investment Income:	(\$210.39)	\$176.02	\$529.53
Revenues:	\$0.00	\$0.00	\$0.00
YTD Expenses:	(\$1,008.27)	(\$1,127.15)	(\$1,131.74)

Jacob P. Den Hartog Award:**Account Number: 404-14-5004**

Balance:	\$7,868.05	\$8,535.81	\$9,780.94
Investment Income:	(\$339.09)	\$328.67	\$1,176.05
Revenues:	\$0.00	\$0.00	\$0.00
Expenses:	\$0.00	\$0.00	\$0.00

Ferdinand Freudenstein Endowment:**Account Number: 404-14-5006**

Balance:	\$5,417.53	\$5,460.38	\$7,109.49
Investment Income:	(\$242.62)	(\$25.79)	\$774.00
Revenues:	\$0.00	(\$173.98)	\$701.13
Expenses:	(\$1,086.40)	(\$1,086.40)	\$0.00

Myklestad Award:**Account Number: 404-14-5007**

Balance:	\$8,010.51	\$8,690.34	\$10,008.50
Investment Income:	(\$345.23)	\$334.60	\$1,203.44
Revenues:	\$0.00	\$0.00	\$0.00
Expenses:	\$0.00	\$0.00	\$0.00

DTM Committee Award:**Account Number: 404-14-5008**

Balance:	\$131.39	\$136.82	\$157.58
Investment Income:	(\$7.61)	(\$2.18)	\$18.95
Revenues:	\$0.00	\$0.00	\$0.00
Expenses:	(\$811.00)	(\$811.00)	\$0.00

Spring Design Conferences 03/02:**Account Number: 404-14-5010**

Balance:	\$24.34	\$24.34
Investment Income:	(\$35.66)	(\$35.66)
Revenues:	\$0.00	\$60.00
Expenses:	\$0.00	\$0.00

Additional Information :*(Included in the September 2003 Report)*

There was an income of \$10,136 from Manufacturing Week in Chicago in Spring of 2003.

The agreed upon distribution levels require distribution of 1/4 of the total or \$3,000

(whichever is less) to the participating committees based upon their sessions as a fraction of the total DED sessions. Here are the results: \$2,534 to be shared among DFM, Education, and TCVS. DED had 19 session, DFM 10, Education 8, and TCVS 1. Bahram asked ASME accounting to make the following distribution:

DFM	\$1,333.68
Design Education	\$1,066.95
TCVS	\$133.37

Design Automation Committee:**Account Number: 404-14-5032**

Balance:	\$9,102.50	\$10,182.00	\$11,372.29
Investment Income:	(\$398.00)	\$374.47	\$1,367.41
Revenues:	\$0.00	\$0.00	\$0.00
Expenses:	(\$681.95)	(\$681.95)	\$0.00

Mechanism Committee:**Account Number: 404-14-5034**

Balance:	\$3,150.55	\$3,417.94	\$3,936.39
Investment Income:	(\$155.99)	\$111.40	\$473.33
Revenues:	\$313.65	\$313.65	\$0.00
Expenses:	(\$3,517.34)	(\$3,517.34)	\$0.00

DFM Committee:**Account Number: 404-14-5035**

Balance:	\$5,114.92	\$5,549.03	\$5,946.65
Investment Income:	(\$224.45)	\$209.66	\$723.76
Revenues:	\$0.00	\$0.00	\$0.00
Expenses:	(\$477.75)	(\$477.75)	(\$370.27)

DTM Committee:**Account Number: 404-14-5036**

Balance:	\$5,191.54	\$5,632.14	\$6,047.70
Investment Income:	(\$223.74)	\$216.86	\$736.44
Revenues:	\$0.00	\$0.00	\$0.00
Expenses:	\$0.00	\$0.00	(\$388.42)

RSAFP Committee:**Account Number: 404-14-5037**

Balance:	\$884.05	\$959.09	\$1,102.72
Investment Income:	(\$38.10)	\$36.94	\$132.60
Revenues:	\$0.00	\$0.00	\$0.00
Expenses:	\$0.00	\$0.00	\$0.00

Design Education Committee:**Account Number: 404-14-5038**

Balance:	\$1,156.39	\$1,254.52	\$1,440.57
Investment Income:	(\$49.83)	\$48.30	\$173.94
Revenues:	\$0.00	\$0.00	\$0.00
Expenses:	\$0.00	\$0.00	\$0.00

TCVS:**Account Number: 404-14-5041**

Balance:	\$3,324.72	\$3,074.04	\$1,562.58
Investment Income:	(\$143.28)	\$96.83	\$257.94
Revenues:	\$0.00	\$0.00	\$0.00
Expenses:	\$0.00	(\$490.79)	(\$1,809.99)

PTG Committee:**Account Number: 404-14-5042**

Balances:	\$2,515.59	\$2,729.08	\$2,395.07
Investment Income:	(\$108.41)	\$105.08	\$299.56
Revenues:	\$0.00	\$0.00	\$0.00
Expenses:	\$0.00	\$0.00	(\$134.60)

Information of Revenues from IDETC 2002 and 2003**2002 IDETC SUMMARY**

Budgeted Paid Attendance	Full Registration (Member & Non-Member)	455	
	One Day (Member & Non-Member)	25	
	Non-member students	75	
	Total:	555	
		BUDGTED	ACTUAL
Revenue	Registration	\$245,750.00	\$206,215.00
	Exhibits	\$6,400.00	\$1,600.00
	Sponsorships	\$0.00	\$7,500.00
	Tutorials	\$0.00	\$1,990.00
	Other		\$12,454.00
	Tickets	\$0.00	\$1,400.00
	Total:	\$252,150.00	\$231,159.00
Expenses	Direct	\$148,956.85	\$125,552.02
	Service Costs	\$99,635.00	\$94,635.00
	Total:	\$248,591.85	\$220,187.02
Surplus (Including CIE!)		\$3,558.15	\$10,971.98

2003 IDETC CLOSE OUT SUMMARY

		<u>BUDGETED</u>	<u>ACTUAL</u>
REVENUE			
<hr/>			
Conference Revenue		\$354,176	355,375
Revenue Transfer to Tech Pubs		(71,700)	(71,700)
Net Revenue		282,475	283,675
<hr/>			
EXPENSES			
<hr/>			
Direct		143,094	171,449
Service Costs		51,750	51,750
Total Expense		194,844	223,199
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SURPLUS/(DEFICIT)		87,631	60,476
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SURPLUS SHARE: (Including CIE!)			
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Division Custodian Fund	100%	87,631	60,476

REPORT TO THE DESIGN ENGINEERING DIVISION

Past Chair's Report (T. Chase)

February 13, 2004

Qualifications for Nomination to the Executive Committee

At the Fall 2003 Executive Committee meeting, Chair Ravani asked that I suggest a draft list of qualifications for DED members who would like to be considered for election to the Executive Committee. The intent is to post these guidelines on the DED web site so that members with interest in joining the Executive Committee can have a sense of what they should do to be considered by the Nominating Committee.

Dick Hirsch then sent me an excellent draft list of potential qualifications. I constructed a draft by expanding and slightly modifying Dick's original. The results are attached for your consideration.

Your suggestions for refining the draft are encouraged.

Election for Incoming Member, July 2004

We were fortunate to identify four strong candidates for potential election to Incoming Member of the Executive Committee for July 2004:

- Dr. Clive Dym, Harvey Mudd College
- Dr. Albert Karvelis, Packer Engineering
- Dr. Kazem Kazerounian, University of Connecticut
- Dr. Kon-Well Wang, Pennsylvania State University

The winner of the election was Prof. Kazerounian. The results were mailed to all candidates on December 30, 2003.

Please allow me to suggest that we find other productive roles in the Division for the remaining three strong candidates.

The Nominating Committee for the election consisted of Crispin Hales, Mike McCarthy and myself. Many thanks to both the candidates and members of the Nominating Committee.

Respectfully submitted,



Thomas R. Chase
Past Chair, Design Engineering Division
Mechanical Engineering Dept, Univ of Minnesota

Draft Qualifications for Nomination to the Executive Committee

T. Chase & R. Hirsch

February 13, 2004

Design Engineering Division members with an interest in taking a leadership role in the division are encouraged to consider applying for election to the DED Executive Committee. A Nominating Committee is chaired by the Past Chair of the Division in the Fall of each year. (Contact information for the current Past Chair is available from the DED web site.) Members who would like to be considered for nomination are encouraged to contact the Past Chair.

The following comprises a minimum set of qualifications which are expected to be considered for nomination to the election for membership on the Executive Committee:

1. A minimum of 5 years of active participation in Division activities, such as:
 - (a) Service on one or more of the Division's Committees.
 - (b) Service as an Associate Editor on one of the Division's journals.
 - (c) Presentations at the Division's conferences.
 - (d) Organizer for sessions or symposiums at the Division's conferences.
2. A minimum of 2 years in a Division leadership position, such as:
 - (a) Chair of one of the Division's Technical Committees.
 - (b) Editor of one of the Division's Technical Journals.
 - (c) Overall Conference Chair or Program Chair for one of the Division's conferences.

Applicants must submit a short resume and a brief summary of their service to the Division as part of their nomination package.

Service on the Executive Committee is a six year commitment with unfunded travel obligations. Significant time commitments are involved, particularly in the year served as Chair. The responsibilities associated with each year of membership are described in the Division's Operating Procedures, available from the DED web site.

8/19/04

TO: DESIGN ENGINEERING DIVISION
Executive and General Committees, (prior to NMW'04)

FROM: FRED GOLDFARB

SUBJECT: FINAL REPORT TO THE DESIGN DIVISION

- 1) ASME Update: Reorganization Related Changes / Staffing / Other
 - a) A final report from the Board of Governors is expected by mid April. The Board will be meeting after TEC 2004 to review and vote on the reorganization plan, including a timetable for implementation of the plan.
 - b) Last October ASME offered those Staff who were eligible a "Voluntary Early Retirement Package" (VERP).
 - i) Of (about) 36 people eligible, (about 10 % of current ASME staffing levels) at least 30 have accepted it, including me. I will be leaving ASME no later than the end of June, 2004.
It has been one of my sincere pleasures during my (nearly) 20 years at ASME to have worked with the Design Engineering Division, and I will miss the wonderful people I've gotten to know in the Division in that time.
 - c) Outsourcing: The next day after the VERP was announced, the ASME mail room functions were outsourced to Cannon Business Services. Cannon hired 3 of the 6 mailroom staff that were laid off the day before, so there was no disruption in mailroom service.
 - d) Rupal Mody, whom some of you knew due to involvement with web page development, became a first time mother. Having taken maternity leave, she decided NOT to return full time, but is working as a Part Time Temp now out of her house. Please contact your Engineering Programs Staff support for arranging any web page updating that needs to be done, as you've probably done all along.
 - e) Also, Vanessa Lane, who some volunteers knew from her having handled the National Manufacturing Week Conference fro the past year or two also became a mother, and as of about two weeks ago resigned. Her husband is being transferred back to France.
 - f) In addition, on Wednesday, 2/11/04, Tom Loughlin informed Engineering Programs Staff that the Engineering Programs Director position was being eliminated and that (last) Friday was to be Larry Kovarovic's last day.
 - g) Starting on Monday, 2/23-04, Because ASME must continue to provide continuous event planning leadership for SAM, and many other on-going and important ASME meetings this year, Elizabeth Ely (Liz) is joining the ASME staff, on Monday 23 February, as Managing Director, Meetings and Exhibits, to oversee those functions.
 - i) Bob Niehaus and June Leach-Barnaby will report directly to Liz, who joins the ASME team after a successful career in events planning at the Project Management Institute. Ely comes to ASME with over 19 years of experience as a strategic manager in the conventions and meetings industry, including eight years in association management. She is a certified meeting manager (CMI) and certified meeting professional (CMP).
 - ii) As a step toward implementation of the final recommendations of Continuity & Change, consolidated event planning will move to the management responsibility of John Corcoran.
- 2) Demographics: The Demographic report ending January 2004 is attached.
 - a) The monthly (staff) update meeting of Tuesday, 2/17/04 noted the membership has been in a gradual decline.
 - b) This was noted as being comparable to the general trend in the entire association industry.
 - c) New areas for membership (growth and development) were being examined, with South America and China noted as prime candidates for membership growth as well as having opportunities for new events.

IDETC Report for ASME DED Meeting in Chicago on February 22, 2004

I received the following reports/proposals for the past and future IDETC's (please see attachment for details):

1. ASME's financial report for IDETC 2002 (Montreal, Canada). Based on the agenda, Dr. Ahmed Shabana/Fred Goldfarb will provide the report for IDETC 2003.
2. Report by Parkinson et al regarding the progress for IDETC 2004 in Salt Lake City, Utah.
3. Report by Drs. Hamidzadeh and Lee for IDETC 2005 in LA.
4. Report by Dr. Kumar for IDETC 2006 in Philadelphia.
5. A proposal by Dr. Tzou for IDETC 2007 in Las Vegas.
6. Two proposals for IDETC 2008 by:
 - Lipkin and Mistree to have IDETC 2008 in Atlanta.
 - Manoochehri and Rastegar to have IDETC 2008 in NYC.Plus the Mechanisms and Robotics Comm recommendation for IDETC2008.

Sincerely,

Shapour Azarm
IDETC Exec
ASME-DED

January 29, 2004

Report on ASME DED Technical Committees (TCs) and IMECE

TECHNICAL COMMITTEES

The last correspondence that I had from *Design Education* technical committee was in October 2003. It appears that former/current officers have given up and the committee needs to be reformulated with an appropriate mix of people from industry and universities. *Bahram Ravani* may have to appoint a new chair with the charge to develop new members. Current roster of *all TC Chairs* can be found at the DED web site:

<http://www.asme.org/divisions/ded/techCom.html>

IMECE

IMECE 2003 – The ASME Conference WebTool was used for the first time for IMECE 2003. There was a steep learning curve but most participating TCs were able to cope. Nine symposia were organized as follows (with session information and TC's IMECE contact):

Advanced Vehicle Technologies (5 sessions) (Sessions DE 5A, 6, 7, 8, 12A)	<i>Moustafa El-Gindy</i> , Penn State
Design Education (1) (Session DE 3B)	<i>Edmund Feldy</i> , Mechanical Design & Innovation Assoc. <i>Dean Harris</i> , EDT Engineers
Design Engineering Posters (1) (Session DE 2P)	<i>K. Gupta, A. Luo, A. Raman, E. Sancaktar, J. Zu</i>
Design for Manufacturability (2) (Sessions DE 10B, 15B)	<i>Satyandra Gupta</i> , University of Maryland
Failure Analysis/Prevention, Reliability Issues (4) (Session DE 13, 14, 18, 19)	<i>Erol Sancaktar</i> , University of Akron
Fastening & Joining (3) (Session DE 1C, 2B, 15A)	<i>S. Jimmy Hwang</i> , 3M
Nanoscale Dynamics, Sensing & Control (1) (Session DE 10A)	<i>Arvind Raman</i> , Purdue University
Nonlinear Dynamics in Mechanical Systems (3) (Sessions DE 12B, 16, 17)	<i>Jean Zu</i> , University of Toronto
Vibration & Control of Mechanical Systems (8) (Sessions DE 1B, 2A, 3A, 4A, 4B, 5B, 9, 11)	<i>Albert Luo</i> , Southern Illinois University – Edwardsville

IMECE 2004 – In order to avoid confusion & delays, requests related to IMECE must be channeled through me – ASME HQ will insist on this too. With the ASME Conference WebTool, it has been easier the second time around. Information about DED topics and sessions was available on IMECE 2004 web site earlier. Session allocations/reallocations will be finalized by late March 2004. Participating TCs and related information follows:

VDGN – Advanced Vehicle Technologies (IMECE Contact: *Moustafa El-Gindy*)
DFM – Design for Manufacturability (*David Kazmer*)
RSAFP – Reliability, Stress Analysis & Failure Prevention (*Erol Sancaktar*)
FJ – Fastening & Joining (*S. Jimmy Hwang*)
TCVS – Dynamics, Acoustics & Simulation (*Albert Luo*)
TCVS – System Identification (*Chin An Tan*)
TCVS – Nonlinear Dynamics (*Brian Feeny*)

IMECE 2004 web site: <http://www.asmeconferences.org/congress04/>

IMECE 2005 & 2006 – *Judy Vance* will be handling these. I have started to copy her on some current details related to IMECE organization.

Krishna C. Gupta <kcgupta@uic.edu>
ASME Design Division Executive for TCs & IMECE

Journal Relations Committee Report for ASME DED Meeting in Chicago on February 22, 2004

Since September 2003 meeting in Chicago, the only activity that JRC had was to advise Chair Ravani to draft a letter: “memorandum of agreement”, which was sent to Dr. Shah (JCISE Editor) on 10/20/2003 and that JCISE needs to agree on before DED could become a co-sponsor of JCISE (see attachment for a copy of that letter). We are waiting for a response to that letter.

The other issue is that in the September 2003 meeting in Chicago JRC made the following recommendations. It is (and was) requested that these recommendations be implemented in the DED’s operating procedures (the recommendations from JRC’s report of 8/15/03 are listed below):

JRC’s RECOMMENDATION #1: After consultation with the Technical Committees (TC’s), the current TE will be given the first chance for submitting the names of up to three candidates to the DED’s Executive Committee. The DED’s Executive Committee will then select any candidate who receives a majority vote of the Executive Committee. That candidate will become the DED’s nominee as the next TE, and his/her name will be forwarded to the ASME Publication Committee for approval. If there is no consensus in the Executive Committee with respect to any of the candidates who are nominated by the current TE, then the nomination process will become open for the TC’s and others in the DED community (including the current TE) to nominate a candidate as the next TE.

JRC’s RECOMMENDATION #2: The TE should implement steps that would help improve the impact of the journal. The TE’s report to DED should include a report on Impact Factor of the journal over the five years preceding the year of the report. Specific plans for addressing the questions as produced by JRC in their report, and for reducing the time to review of a submission and publication in the journal should also be included in the report. JRC recommends that the TE consider a target of three-month for a first round review by the journal for electronic submissions and six-months for hardcopy submissions.

Regarding the recommendation #2, Dr. Mike McCarthy (JMD Editor) has already started to take some steps to improve the impact of JMD. It is recommended that other DED journal editors be encouraged to take steps that improve the ranking of their respective journal.

Sincerely,

Shapour Azarm
JRC Chair