

**ASME Design Engineering Division Executive Committee Meeting
Meeting Minutes, September 3, 2003
Great America I/II, Chicago Marriott Downtown
Chicago, IL**

Present: S. Azarm, L. Bergman, T. Chase, J. Davidson, F. Goldfarb, K. Gupta, R. Hirsch, B. Ravani, S. Sinha, J. Vance, S. Velinsky, W. Wood

The meeting was called to order by Bahram Ravani (chair) at 11:00 am.

Minutes of March 2, 2003 (Chicago, IL) were approved.

It was noted that we haven't received a final report from the Montreal DETC. Shapour Azarm will follow up.

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

The agendas for the Executive Committee Meeting and the General Committee Meetings have been changed in order to reduce the amount of duplication and reduce the duration of each meeting. Tom Chase was recognized for his service as Chair of the division this past year. His dedication, attention to detail, caring and conscientious attitude were noted. There are new accounting practices at ASME that will facilitate internal transfer of money between DED accounts. Monthly phone calls will be held with Fred Goldfarb to coordinate division activities. Others on the executive committee are welcome to participate in the phone calls. ASME is exploring restructuring in order to become more fiscally responsible and flexible. One option is to dissolve divisions and create new entities. The Design Engineering Division has been encouraging ASME to maintain divisions as grass roots of the organization and consider communities of interests or other units as other parts of the organization. Two important issues need to be discussed by our division: 1) identify our customers, our products and our knowledge base, and 2) determine what type of unit we would like to become. Appendix A presents a listing of our customers, products and knowledge base. Appendix B lists the types of units defined by ASME. We will discuss these ideas more fully at the retreat to be held this Saturday, September 6. In order to look outside of our division, the three Executive Board Members (excluding the chair and vice chair) will become a liaison with each of the three councils: Council on Codes and Standards, Council on Education and Council on Government Affairs. The former chair will become a liaison with other divisions within ASME and the NMW liaison will be a liaison with industry. In order to survive we need revenue streams. We already are good at getting revenue through conferences. Another way we could get revenue is through codes and standards. The subcommittee on Education should take a more active role in ABET evaluation of design education. We should consider expanding the scope of our division and this would also involve changing the name of the division. If membership is going down, then we need to broaden our look. We have worked out a cost structure that will allow the division to use the ASME web tool for our conference. Currently the agreement is only for the 2004 DETC. It was noted that each division is negotiating separately with ASME on the cost of using the web tool. Subhash Sinha mentioned that the journals make money and the division should explore

getting some of this revenue. Tom Chase has talked to the Publications Committee and they seem open to a proposal of sharing cost and risk on journal revenues.

Vice Chair/Treasurer's report (Sinha): (written report)

Subhash Sinha thanked Bahram Ravani for preparing the report. The most recent data available from ASME is from May 31. It was noted that the Spring Design Conference (acct. no. 404-14-5007) was mislabeled and should be labeled the Myklestad award. The reason that Vehicle Design is not listed is that they have a zero balance. Some other accounts that aren't listed are ASME accounts, not DED accounts. Tom Chase mentioned that there is an unlinked web page www.asme.org/ded/accounts.html which shows all accounts. Steve Velinsky asked about the status of the new accounting system. Fred Goldfarb stated that it should be implemented over the coming fiscal year. ASME is still using the AS400 for now and will begin moving to Great Plains Accounting System. Tom Chase mentioned that the division lost several thousand dollars over the last few years due to accounting inefficiencies at ASME. Recently ASME lost a check for \$6000 that was for Design Theory and Methodology. There was a strong feeling on the Executive Committee that ASME should deposit \$6000 in the division account to be passed onto the Design Theory and Methodology Committee. Bahram Ravani will follow up with ASME. Tom Chase noted a suspicious charge of \$3000 to the Mechanism Committee's discretionary account. Subhash Sinha will follow up. Discussions with the Journal of Mechatronics concerning revenue sharing with the division have been going on for over a year. Bahram Ravani has had detailed discussions with ASME concerning this journal. The problem is that ASME did not negotiate any copy rights when the initial agreement was signed. Therefore there is not a mechanism to collect revenues. Steve Velinsky noted that the management committee of the Journal has 12 members, 3 from each group and a positive vote requires 10 out of 12. Bahram noted that Phil Divietro is open to negotiate with IEEE however, we don't have any leverage. We need to come up with a novel way to get them to give us a share of the revenue.

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

In 2001 we began a joint dinner with the Chicago Section which has been very successful. This year the speaker will be Crispin Hales and we want to publicize it widely. Judy Vance will get this dinner announcement posted to the DED web page.

At last night's meeting of the Advisory Committee, the following items were discussed:

1. There is a need to develop guidelines for candidate qualifications for Executive Committee membership, USCToMM liaison, and membership on the Management Committee for the Journal of Mechatronics. Tom Chase will prepare a draft and work with the advisory committee.
2. We need to consider what we want to become if ASME divisions are eliminated. What do we have to do to become an institute if we want to? An institute hires their own staff. GTI is one example of an ASME Institute
3. We need to streamline our conference involvement by encouraging technical committees to fully participate in revenue generating conferences (IDETC and NMW) and discourage them from participating in other conferences such as IMECE. We don't have any control over the IMECE revenue and it is not a large revenue generating activity.

4. We need to form an industrial board of advisors.
5. There is great potential for the Design Education Committee but it's having problems. The committee could play a major role in ABET or professional registration.

Systems and Design Group (Velinsky): (verbal report plus Reorganizing COE handout)
Steve Velinsky made a presentation on plans for the reorganization of COE. Bob Simmons, Karen Moore and Steve Velinsky developed a white paper after a meeting of the Council of Divisions last March. This white paper stated that the Divisions are the core of ASME membership and should not be disbanded in favor of technical groups. How can we flatten the organization? In the future, more authority will reside with the Vice Presidents. ASME is considering reorganizing into the following organizational units: basic engineering, applied engineering, cross-cutting engineering, general engineering and research, institutes and special committees and business units. The division needs to decide which organization unit best describes the division. Some say the institutes must be treated the same as the divisions. There will be more institutes in the future. Petroleum is forming an institute as well as nanotechnology. Some groups are fighting to get revenue from their Journals. They get very little revenue from IMECE and nothing from their journals. We might be able to underwrite new activities/divisions. The Design Engineering Division is the model for how divisions should be organized. Some divisions are smaller than our technical committees. Tom Chase stated that if we approach the journal for revenue sharing, they would be most open to a friendly, not confrontational approach.

New Technical Conferences (Azarm): (verbal report)

A letter of interest to coordinate IDETC 2007 has been received from Prof. Tzou (Univ of Kentucky). A full proposal will come at the spring meeting of the Executive Committee. A letter has also been sent to each technical committee soliciting additional proposals for 2007. Farrokh Mistree (Georgia Tech) has submitted a letter of intent proposal for 2008. Shapour Azarm will check with Kazem Kazerounian to get his feedback on the proposal from Mistree. The conference planning meeting held last night was successful with about 20 people attending. Bahram Ravani, Cynthia Clark, Kazem Kazerounian, Fred Goldfarb, and others made presentations.

Technical Committee Operations (Gupta): (written report)

The chair roster has been updated on the division website. Leadership change at the TC level is very adhoc. We need to pay attention to transitions. The Design Education Committee needs revitalizing. The Triodyne award is a major award and maybe should be handled by another group. We need to figure out how we participate at IMECE. Bahram Ravani suggests we encourage Vibrations to work more closely with Mechanisms on off year conferences. The amount of work that goes into organizing IMECE is considerably more than was expected

Journal Relations Committee (Azarm): (written report)

The committee recommends that 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 that 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 for the next TE. Tom Chase moved that the Executive Committee approve the committee's recommendation concerning appointment of technical editors. The approval was passed unanimously. The committee also recommended that technical editors pay close attention to impact indicators and explain what plans they have to address questions listed in the table in the subcommittee's report and also report on plans for how to reduce the issues of time to review. Larry Bergman responded that he gets a detailed report from ASME each year and that he feels the impact factor is bogus. It can be skewed by the total number of pages published. He would like to have suggestions on how he can improve his journal. Bahram Ravani suggested that he discuss ways to improve with the associate editors to get good ideas. Larry stated that there are many new journals. Subhash Sinha suggested that the impact factor is not as highly affected by the number of pages published, but that with more papers published comes more citations. Invite papers by people in the field that will be cited frequently. The discussion moved to the issue of DED sponsorship of JCISE. The Journal currently accepts only 7% of the papers that are received and it is not published on time. Bahram Ravani suggested that if DED agrees to co-sponsor JCISE, then we have a chance to affect change. One concern is that there needs to be a plan for succession for the Technical Editor. Steve Velinsky stated that the main decision factor in DED sponsorship of the journal should be whether it serves the needs of the technical committees of the division. Tom Chase stated that if we do co-sponsor JCISE we would be showing that we are sincere in sharing the costs and the risks of the Journal. Bahram Ravani charged the Journal Relations Committee with developing the details of the DED co-sponsorship agreement. Steve Velinsky stated that what is needed in the arrangement is the formation of a management committee for the Journal.

Journal of Mechanical Design (McCarthy): (written report)

Mike McCarthy will report at the Division retreat to be held on Saturday.

Journal of Vibrations and Acoustics (Bergman): (written report)

The Journal expanded the editorial board slightly and currently has 13 associate editors. There are plans to publish special issues and extended book reviews (5 or 6 books reviewed per issue). Discussions have started with Phil Divietro about charging only \$160 per page. This has been steady for the past 20 years and costs have been increasing. Another approach is to obtain an increase of 5% on page allocations. Dan Inman's journal gets \$400 per page. Phil's response is generally that in order to increase revenues, the journal should grow more pages. Larry is looking at publishing bi-monthly. The acceptance rate is 50 to 55%.

Journal on Mechatronics (Mavroidis): (written report)

New business:

The Multibody System Dynamics Committee has prepared a request for a name change. This will be discussed in the General Committee Meeting tomorrow.

Larry Bergman requested that the DED support the MOVIC for 2004. The committee agreed to the support. Fred Goldfarb will give the ASME form to Bahram to fill out and send to Larry.

Old business:

None.

Meeting adjourned 1:00 pm.

Respectfully submitted,
Judy Vance
Secretary

**Action Items
Executive Committee Meeting
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No.	Action Item	Action
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 that 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 for the next TE.	Approved

**Follow Up Items
Executive Committee Meeting
September 3, 2003**

No.	Action Item	Person Responsible
1	Appoint Executive Committee liaisons with the Council on Codes and Standards, Council on Education and Council on Government Affairs.	B. Ravani
2	Revenue sharing with DED Journals	
3	Revenue sharing with the Journal of Mechatronics	
4	ASME should deposit \$6000 in the division account to be passed onto the Design Theory and Methodology Committee.	B. Ravani
5	Verify that the \$3000 charge to Mechanism Committee's discretionary account is a valid charge.	S. Sinha
6	Place an announcement for the joint dinner with the Chicago section on the DED web page	J. Vance
7	Develop details of the DED co-sponsorship of the JCISE	Journal Relations Committee (Azarm, chair)
8	ASME form for support for MOVIC to Bahram Ravani	F. Goldfarb
9	ASME form completed and sent to Larry Bergman	B. Ravani