

**ASME Design Engineering Division Executive Committee Meeting  
Meeting Minutes, March 2, 2003  
ERF 1043 (MIE Conference Room), University of Illinois at Chicago**

**Present:** S. Azarm, T. Chase, P. Doepker, F. Goldfarb, K.C. Gupta, H. Hamidzadeh, R. Hirsch, M. McCarthy, B. Ravani, D. Segalman, A. Shabana, S. Sinha, S. Velinsky

[Some of the visitors in the executive committee meeting were in attendance to provide details related to an agenda item of relevance to them. Whenever there was a written report, a brief summary of key items from the report is included in the minutes.]

The meeting is called to order by Tom Chase (Chair) at 9:00 AM.

Minutes of September 29, 2002 (Motreal, Canada) are approved.

**Chair's Report (Chase):** DED needs to be conservative in budgeting for next fiscal year. The only revenue expected for FY 2002-03 is 50% of the excess revenue from the 2002 IDETC. Planning for IDETC 2003, led by Dr. Shabana, is well underway. DED needs to plan how to proceed with the National Design Conference at the National Manufacturing Week Show in 2004, in case the 2003 effort is not a financial success. DED's strategic plan has been drafted by Vice Chair Ravani and requires bottom-up support from the Division to ensure the success of implementing its initiatives. The Division was able to obtain substantial publicity in the third special issue on Design of Mechanical Engineering Magazine. Regarding the technical committees, there is a concern that some TC's are not as active as they should be. The Division needs to pay attention to the financial outlook for technical committees who do not participate in IDETC. We are grateful to Dr. McCarthy for assuming early the leadership of JMD after the Division was struck by tragedy when former Editor of JMD, Prof. Lung-Wen Tsai, died suddenly late in November 2002. Finally, Dr. Davidson has agreed to assume the post of Honors and Awards Chair starting on July 1, 2003 after Dr. Mistree completes his long standing and esteemed term on June 30, 2003. [Written report submitted.]

**Vice Chair/Treasurer Report (Ravani):** The division now has a well-established set of separate account numbers for its custodial, awards, committee awards as well as revenues from Spring Design Conferences in Chicago. This has been an important step in tracking expenditure, and developing our principles of transparency and hands-off policy that would allow committees to make their future plans. The next step is to adopt the use of B forms for internal accounting charges by the HQ. I am proposing that in addition to B-1 forms (which is used for all none HQ internal charges to our accounts) the use of B-2 forms for approval and tracking of all internal HQ charges to our accounts. To be consistent with our strategic plan and evolve as an organizational unit we need to view our Division's activities, including whether or not to continue an activity or begin a new activity, not only from a technical but also from an enterprise point of view. We should work with the HQ's publication department to find ways to share costs and revenues from publications in the same way that we cost share conference organization. It is strongly recommended that the financial health of our two main journals be evaluated with the simple rule that subscription revenues provide the page allocation for the journal. Activities of the technical committee operations should be reviewed so that they participate in conferences that produce revenue for them, unless they have other revenue sources. Finally, all division accounts suffered investment losses during the last fiscal year ending December 31, 2002: custodial investment loss was \$9,216.72, while other accounts had a combined loss of \$3,647.15. [Written report submitted.]

**Immediate Past Chair's Report (Segalman):** The draft of recurrent schedule of DED is presented. It includes: September (IDETC)- the Executive and General meetings are held, site and chair for IDETC are decided 4 years into the future, and technical and administrative committee reports; September to October- a nominating committee appointed by the DED chair and lead by the immediate past chair solicits nominations for a new Exec member; October to November- the nominating committee chair conducts an election among the DED Exec for the new Exec member; November- DED Chair nominates 3 participants to the next TEC: next FY DED Chair, incoming Secretary and the general chair for the IDETC for 2.5 years into the future; November (IMECE)- the DED representatives attend the IMECE orientation meeting and DED Chair attends S&DG meeting; March (TEC)- the three nominees attend and the SD&G meeting is attended by DED incoming Chair; March to April (NDEC)- Exec and General meetings of DED are held, budget allocations for committees for next fiscal years are decided, and technical and administrative reports are given. It was also reported that the nominating committee had a very good pool of candidates for the slot of the new Exec member. Judy Vance is the new (incoming) Exec member whose term begins on July 1, 2003. [Written report submitted.]

**Liaison Report- ASME HQ (Goldfarb):** DED's has been consistent in terms of its finances and membership. ASME's membership has been somewhat going down while DED's remained about the same or went up percentage wise. ASME HQ is concerned that DED has not used the conference WebTool yet. (ASME currently charges \$30 per paper for the use of WebTool.)

**Liaison Report- Systems and Design Group (Velinsky):** The current WebTool charge of \$30 per paper may discourage people to use the tool. Technical conferences are subsidizing the business part and these should be separated. ASME might postpone TEC for 2004 due to budgetary problems. We need to define our business plan in terms of revenue stream.

**Technical Conferences (Sinha et al.):** IDETC 2003 (Chicago)- Ahmed Shabana, General Conference Chair, reports that as of now there are 975 papers submitted and the registration fee will be \$490. The IDETC 2003 conference will be held during Sept 3 – 6, 2003. Web link: <http://www.me.uic.edu/detc2003>. IDETC 2004 (Salt Lake City) – Alan Parkinson, General Conference Chair, reports that the conference will be held at downtown Hilton during Sept 29 – Oct 2, 2004. Web link: <http://www.detc2004.me.byu.edu> The 2004 Call for Papers is expected to appear in the upcoming DED newsletter. With respect to IDETC 2005 (Long Beach, CA)- Hamid Hamidzadeh, General Conference Chair, reports that Long Beach Hyatt Hotel with the Convention Center next door has been selected as the site for the 2005 IDETC. A proposal by Vijay Kumar (UPenn), presented by IDETC Exec Sinha to hold 2006 IDETC in Philadelphia, is approved. There is a letter of intent for 2007 IDETC, which is invited to submit a proposal for 2007 IDETC in New Orleans. There is also a letter of intent for a 2008 IDETC in Atlanta. [Written reports submitted.]

**Technical Committee Operations & IMECE (Gupta):** It is recommended that if the Exec Committee approves the proposal (that will be presented today by Dr. Shabana) for a new technical committee: "Multibody System Dynamic (MSD)", to designate Dr. Shabana as the Founding Chair of MSD for a period of two years until June 30, 2005. Some of the problems and issues related to IMECE 2003 are stated. Apparently, the late release and also the use of WebTool in IMECE 2003 caused many problems for organizers and authors. In addition, typical past problems showed up again in IMECE2003. For instance, key contacts were not in place until February 2003. Another problem was that the desired number of sessions was not given to DED at the beginning. [Written report submitted.]

**NDEC (Hirsch):** This year the National Design Engineering Conference held in Chicago in March is organized under a new agreement with Reed Exhibits Company, with the ASME having full financial responsibility. In addition to ASME, AMR and IFMA are listed as sponsors of the conference with both to share in any profits from the conference but not losses. There are scheduled a total of 81 sessions with ASME organizing 59 out of which DED is organizing 19 sessions: Track 1 Design Engineering and 1A Design for Manufacturing sessions. For 2004, John Renaud will represent DED's with committee reps reporting to him. As of now, other than DFM, RSA&FP and TCVS, the remaining six committees have not yet identified their reps for this conference.

**DED Business Plan (Ravani):** The finalized DED's Strategic Plan is unanimously approved. A retreat will be planned for implementation in the upcoming Sept meeting of IDETC.

**Journal Relations (Azarm):** The ad-hoc committee (Ravani, Sinha, Vance and Azarm) which was formed in Sept to examine (1) whether the TE nomination process should be revised, (2) the impact of DED journals and proposed solutions for their improvements, and (3) the role and level of DED's involvement wrt two associated journals: JCISE and IEEE/ASME Mechatronics. The committee produced a number of questions that will be used to objectively assess the impact of DED's journals. The following action items are proposed: (i) seek input from TC chairs wrt the opening of the journal's TE nomination process, (ii) request TE's to present plans for improvement in the journal's impact, (iii) have the recommendation ready by Sept meeting on whether JCISE should become a full partner of DED.

**Petition to Form TC on "Multibody System Dynamics (MSD)" (Shabana):** The goal of this proposal is to establish a technical committee that will foster activities pertaining to multibody systems and nonlinear dynamics and related technical areas; and to sponsor, as part of IDETC, an ASME International Conference on Multibody Systems and Nonlinear Dynamics and Control. TCVS discussed this proposal and unanimously supported it. The DED's Exec Committee approved it unanimously as well. Therefore, for the first time after many years a new TC has been formed in DED with Dr. Shabana approved by the Exec Comm as its Founding Chair for a period of two years.

**Old Business:** None.

**New Business:** 1) (Goldfarb:) In terms of additional revenues and growth for DED, consider the idea of topics for one room one day education of local industry during IDETC. This follows the idea of the certification in the strategic plan. 2) (Subhash:) After the last meeting of IMECE I saw that there were interests in MEMS and Nano related activities, and somehow DED should get involved. Toward this goal, TCVS and Mechanisms have been approached on establishing subcommittees on these topics.

The meeting adjourned at 11:30 AM.

Respectfully submitted,

Shapour Azarm  
Secretary