

**ASME Design Engineering Division
Executive Committee Teleconference
April 28, 2009, 1100-1400 EST**

Attendees: William Clark, Hamid Hamidzadeh, Kazem Kazerounian, Vijay Kumar, Zissmos Mourelatos, Ahmed Shabana, and Judy Vance

1. Call to order

2. Approval of minutes of Fall (Aug 08) and Winter (Dec 08) meetings

The minutes for both meetings were approved subject to one minor change for the August meeting.

3. Chair's report (Kazerounian)

Kazerounian reported on the main activities since the winter meeting:

- The markets have had a significant adverse effect on the Division's balances. The DED custodial and operational (committee and awards) accounts have dropped by about 30%.
- The 2008 IDETC conference was a very successful both from a technical standpoint and from a financial standpoint. The conference surplus was \$82,985.
- The Barnett-Uzigris awards were approved at the November BOG meeting. They are both society level awards.
- We have three new members in the Design Engineering Division Executive Committee effective July 1, 2009. They are Wei Chen (incoming Secretary), Kurt Anderson (Publications Committee Chair), Georges Fadel (Honors and Awards Committee Chair).
- The division has a new website:

<http://divisions.asme.org/DED/>
- Hamidzadeh represented the Division in the Congress of Divisions, and Shabana and Chen attended the Leadership Training Conference (LTC).
- The Executive Committee has approved new AEs for JVA, JMR, and JMD.

More details are available in the Chair's report (see supporting material).

Action Items:

1. Kazerounian: Work with incoming Publications Chair (Anderson) to assemble a publications committee, and charge the committee with the task of developing guidelines for appointing associate editors to journals.
2. Kazerounian: Urge ASME to complete transition to new content management system and enable the Executive Committee to create and maintain online content.

4. Vice-Chair/Treasurer's report (Shabana)

Shabana reported on the main activities since the winter meeting:

- IDETC-CIE 08 budget: The DED custodial account will receive \$31,096.24, and the DED Technical Committees will receive \$31,096.24.
- Funds provided toward matching approved by DED on December 4, 2008 have been already allocated to the committee accounts.

More details are available with the Treasurer's report (see supporting material).

5. Past Chair's Report (Vance)

The Nominating Committee consisting of Shapour Azarm, J. Michael McCarthy, Chris Rahn and Judy Vance identified candidates for three positions. Krish Gupta collected and tallied the votes. The three new members are Wei Chen (incoming Secretary), Kurt Anderson (Publications Committee Chair), Georges Fadel (Honors and Awards Committee Chair).

6. Technical Committees (Clark)

- TCVS joining even years: TCVS will be participating in IDETC 2010, with an estimated contribution of about 40 papers per year. There was a concern if the number of TCVS papers would be limited by DED. The general consensus was there should be no such limit.
- New committee chairs: The Executive Committee voted unanimously to approve the following new committee chairs.
 - DAC: Kazuhiro Saitou, Univ of Michigan
 - DTM: Li Shu, University of Toronto
 - M&R: Jeffrey Ge, SUNY Stony Brook
 - MNS: Arvind Raman, Purdue University
 - PTG: Avinash Singh, General Motors
 - MSND: Bala Balachandran, University of Maryland

DEC, TCVS reported no changes in committee chairs. There were no updates from F&J, RSAFP, and VDC.

- We received reports from TCVS, DTM, MSND, MNS (copies attached).
- The DED Executive Committee approved the new by-laws for the MNS committee. Clark noted that F&J and DEC do not have by-laws.
- DEC would like to award the author(s) of the best DEC paper \$1,000. For this award, they are seeking \$500 in matching funds. They are also seeking \$3,750 in matching funds for the student paper competition. The matching funds request by DEC was approved, conditional on submission of committee by-laws to the Executive Committee before the IDETC/CIE 09 conference.

- The committee voted to approve the change of name for the DFM technical committee to DFMLC (Design For Manufacturing and Life Cycle)
- The committee voted unanimously to establish the Mechatronic and Embedded Systems and Applications (MESA) Committee.
- The committee voted to provide the MESA Committee a start-up fund of \$2,000 for awards for papers and student competitions, and for the MESA Committee Award.

Action Items:

- Clark will communicate DED's decisions to MESA, MNS, and DFMLC and DED's support of even-year participation to TCVS.

7. Technical Conferences (Hamidzadeh)

- 2008 IDETC/CIE was a successful conference with 654 papers.
- 2009 IDETC/CIE preparations are well under way and everything appears to be on schedule.
- 2010 IDETC/CIE Fairmont, Queen Elizabeth Hotel in Montreal.
- 2011 IDETC/CIE location has not been finalized. The conference chair Jalili is tentatively exploring options in Miami at the end of August.
- 2012 IDETC/CIE is being organized by Stanasic and Schmeideler in Chicago.
- ASME is adopting new guidelines for conference approval and oversight. In particular, ASME wants to have a three-step process for approval of conferences. (a) Approval of the dates and location; (b) Approval of the budget; and (c) Appointment of a Conference Advisor who will oversee and report on the progress of the conference.
- Hamidzadeh suggested we balance the difference between participation in odd and even years while keeping the participation under 1400-1500. If the conferences grow bigger, it becomes difficult to find hotels to host the conference. It may be necessary to split the IDETC/CIE conference into multiple conferences.

8. Standing Committee Reports

- Report from Design Society (see report in supporting material).
- Vance reported as the chair of the Committee on Broadening Participation of Women and Minorities. Funds are being requested from DED to partially support a workshop for women and minorities (see proposal in supporting material). The workshop will provide professional development activities to enhance participants' success as leaders. Specifically funding is needed for refreshments and to support the travel of two facilitators to the workshop. The proposal was unanimously approved.

9. Journal Relations (Clark)

- The editors from JMD, J Vibrations and Acoustics, and J Computational and Nonlinear Dynamics said there is nothing significant to report.

10. New Business

- We need representatives from DED to serve on the committees for the Abbott, Spyra and Barnett-Uzigris awards.

Action Items:

- Kazerounian will work with Georges Fadel to identify suitable candidates.

11.Adjournment (Kazerounian)

The meeting was adjourned at 14:02 pm.

Respectfully submitted,

Vijay Kumar
Secretary of the Design Engineering Division