

ASME Design Engineering Division Executive Committee Meeting

Minutes of the meeting on

Sunday, August 3, 2008, 14:30-17:00 EDT

Present: Michael Stanistic, James Schmiedeler, Pierre Larochelle, Zissmos Mourelatos, Judy Vance, Georges Fadel, George Flowers, Phil Doeker, David Lee, Jahan Rastegar, Souran Manoochehri, Buddy Clark, Ahmed Shabana, Phyllis Klasky, Richard Ulvila, Hamid Hamidzadeh, Erin Dolan, Kazem Kazerounian, Nhora Cortes-Comever, Vijay Kumar, Andrew Murray, and Philip DiVietro

1. **Call to order.** K. Kazerounian called the meeting to order at 14:35.

2. **Approval of minutes.**

The minutes of the Executive Committee Meeting held on Tuesday, March 11, 2008, and an addendum for inter-meeting Executive Committee decisions were approved with a minor editorial change suggested by A. Shabana.

3. **Chair's report**

K. Kazerounian presented the Executive Committee Chair's report (oral and written). The Division is in great shape, both operationally and financially, thanks to the excellent leadership of the past chair, J. Vance. He summarized the discussions at the Strategic Planning Meeting held from 10:00-12:20 on August 3, 2008. Based on the discussions at the Strategic Planning Meeting, he made three proposals.

Proposals for new standing committees

- Standing Committee on Publications. Kazerounian proposed a Publications Committee to oversee DED journals and other publications. The chair of this committee will be a "member at large" of the executive committee with voting power. The term of this position is three years, renewable for a second three-year term. The election and renewal process is similar to the election of regular executive committee members as overseen by the nomination committee and governed by the DED by-laws. Qualifications of the chair of the publication committee include broad experience in journals and publications activities, without having a concomitant role as a DED journal editor or DED Conference Program Chair. The motion passed (6 in favor, none against).
- Standing committee on Honors and Awards. The DED has had a standing committee on Honors and Awards. Kazerounian proposed to make the chair of the Honors and Awards Committee a "member at large" of the executive committee with voting power. The term of this position is three years, renewable for a second three-year term. The election and renewal process is similar to the election of regular executive committee members as overseen by the nomination committee and governed by the DED by-laws. The motion passed (7 in favor, none against).
- New Chair for Honors and Awards. Kazerounian proposed to appoint the current Awards and Honors Chair (G. Fadel) as a member at large of the Executive Committee for a three year term. The committee felt it would be better to instead go through the established election process. This motion was defeated (3 in favor, 3 against, 1 abstain).

- Standing committee on Broadening Participation. Kazerounian proposed a Committee on Broadening Participation to develop, implement and oversee new and existing activities aimed at broadening the participation of women and underrepresented minorities. The motion passed (7 in favor, none against).

New special committee

A new special committee on enterprise study has been established. The goal of the committee includes strategic planning, recommendations on growth directions and strategy for growth, liaising with ASME Headquarters, and learning best practices from other organizations (for example, IEEE). This special committee will help develop the next five-year plan for DED. The chair of the committee is yet to be appointed. Suggestions are welcome.

Election of DED Executive Committee Members

It was suggested that the nominating committee actively engage all technical committees during the election process.

Action Items:

1. Kazerounian: Appoint the chair for the new special committee on Enterprise Study.
 2. Clark/Kumar: Inform and engage the TC chairs to ensure nominations for the DED Executive Committee include representatives across the DED community.
 3. Kazerounian: Constitute the nominating committee with broad representation.
 4. Kazerounian: Update the by-laws to reflect the creation of the new positions.
4. **Vice Chair/Treasurer's Report.** A. Shabana presented the Vice Chair/Treasurer's Report (oral and written).
- The division finances are in good shape. The distribution from the 2007 IDETC conference resulted in revenues of nearly \$200,000 for the division. IDETC is now the most successful and profitable conference for DED, surpassing IMECE. In addition, DED has received close to \$10,000 in additional contributions/donations.
 - There is still some difficulty in getting information on balances in different accounts in a timely fashion. The new online system will allow the Treasurer and TC Chairs to review these balances and this will make it easier for the division and the TCs to plan their activities.
5. **Immediate Past Chair's Report.** J. Vance presented the Immediate Past Chair's Report (oral and written).
- Vance and Kazerounian attended the first Congress of Divisions (COD) meeting held in Orlando in June 2008. A brain storming session resulted in a reorganization of the Groups and a logical grouping of divisions.
 - ASME has approved two MOUs between ISSMO and ASME.
 - The Executive Committee approved an allocation of \$3600 for the DEC to sponsor the Young Design Engineer's Project Competition.

- The proposal to establish the Ralph Barnett-Carl Uzgiris Product Design Safety Award as an ASME Society Award was approved by the ASME Committee on Honors with revisions.
- There are changes in the constitution and by-laws that have been made to be consistent with the new Group by-laws. These changes need to be approved. This requires a 2/3 vote of the General Committee.

Action Item:

- Vance: Follow through on the approval of the new by-laws and constitution and have them approved by the fall teleconference.

6. Liaison's Report – Headquarters.

R. Ulvila described the new proposed content management system which will drive the ASME website. Group leaders have endorsed the proposal and he needs feedback from the division. Kazerounian requested a brief report and presentation to be emailed to the DED so these materials can be circulated broadly to get feedback from the DED community.

Philip DiVietro said ASME is addressing several issues concerning copyright releases. The copyright release forms are being rewritten and an electronic form is being developed. In the future, the corresponding author will be signing on behalf of the other authors.

Action Item:

- Ulvila: Provide a description to Kumar so materials can be circulated to the DED Executive Committee and all the Technical Committees.

7a. Executive Committee Reports: (a) Technical Conferences

H. Hamidzadeh presented written and oral reports.

- *2008 IDETC/CIE:* Oral and written report by S. Manoochehri and J. Rastegar. The conference promises to be successful. There are over 800 registrations of which 260 are students. 654 papers have been accepted out of 842 submissions.
- *2009 IDETC/CIE:* Oral and written report by K. Anderson and G. Flowers. H.
- *2010 IDETC/CIE:* Oral and written report by P. Larochelle and A. Murray. The contract for the conference has been signed with the Queen Elizabeth Fairmont Hotel in Downtown Montreal. The conference is scheduled for August 15-18, 2010. The city is contributing \$10/night/attendee and the room rates are \$189/night. The conference will feature free wireless internet access.
- *2011 IDETC/CIE:* Hamidzadeh reported that N. Jalili (Clemson) is developing a proposal and will present it by September.

- *2012 IDETC/CIE*: Oral and written proposals by M. Stanisic and J. Schmiedeler. There is a proposal to hold 2012 in Chicago. M. Stanisic highlighted the advantages of holding it in Chicago in 2012 and showed substantial commitment of cash by the University of Notre Dame.

Action Items:

1. Hamidzadeh: Follow up with K. Anderson to see that a proposal for facilitating student attendance at IDETC 2009 is developed for consideration by the DED.
2. Hamidzadeh: Obtain a proposal from Jalili by end of September for 2011 IDETC/CIE.

7b. Executive Committee Reports: b) Technical Committee Operations and IMECE

W. Clark presented written and oral reports.

Technical Committees

- Several TCs have had changes in leadership as summarized in the written report. It was observed that all new TC chair appointments must be approved by a majority vote of the DED Executive Committee before the chair assumes his/her position.
- The M&R Committee has submitted by-laws for approval.
- On July 15, the DED approved (after email discussions) \$3600 for the for the Young Design Engineer's Project Competition sponsored by the Design Education Committee at the request of Philip E. Doepker, Chair of DEC.

Proposal

It was proposed that the Executive Committee makes available additional matching funds for TC awards. A maximum of \$5000 of matching funds per award with a maximum of two new or existing awards will be made available to each committee. The motion passed with 7 for and none against.

K. Kazerounian suggested that the Executive Committee should get feedback from the TCs on the usage of the matching funds. New TCs that may not have matching funds will be encouraged to propose alternative mechanisms to get funding to start new awards and other activities.

IMECE

- The 2007 IMECE had 3184 attendees with 1390 papers, with revenue of \$53,863 to ASME. This is less than IDETC/CIE but still significant.
- The 2008 IMECE will be held in Boston from November 2-6, 2008.

Action Items

1. Clark: Inform the TCs they need to propose the new TC chair for the July of the following year and seek approval from the DED.

2. Clark: Obtain feedback from each TC on the usage of the matching funds provided by DED Executive Committee.

8. **Journal Relations Committee**

W. Clark presented oral and written reports. The new *ASME Journal of Mechanisms and Robotics* has been formed and the first issue will be published in February, 2009.

The ASME Publications Committee approved a journal revenue sharing plan that includes a 15% net revenue share to the divisions from each journal. The distributions resulted in approximately \$30,000 for DED in 2008. There is a two-year lag between the revenue and distribution. DED needs to develop a plan for spending this money. ASME will soon request a spending plan and the Executive Committee needs to be ready with this plan.

Proposal for sharing revenues between divisions

Clark proposed that the following distribution ratios, based in part by the number of Associate Editors from each division:

- Journal of Computing and Information Science in Engineering (JCISE): 50% DED and 50% CIE.
- Journal of Vibration and Acoustics: 85% DED and 15% NCAD.
- Journal of Medical Devices: 50% DED and 50% Bioengineering Division.

The proposal was unanimously approved (7-0)

Recommendation for a DED spending plan

Since the journals serve the same fundamental purpose to the society as conferences, it is reasonable to use a formula for distribution of journal revenue that is similar to what is in place for conferences (which is 50/50% split between the division and committees). However, given the fact that there is virtually no risk to the division for operation of the journals, more of the revenue could be passed on to committees where the work is done. Clark proposed a distribution of 75% of the revenues to the technical committees with 25% being retained by the division. This recommendation was endorsed. The committee needs input from the TCs about their intended use of the revenues.

Action Item

Kumar will get proposals from the TC chairs on their intended use of the revenues from the journals.

9. **Old business.** No old business was discussed.

10. **New Business.** No new business was discussed.

The meeting was adjourned at 17:20pm.

Respectfully submitted,

Vijay Kumar
Secretary of the Design Engineering Division