

**ASME Design Engineering Division Executive Committee Meeting
Minutes of the Teleconference on
Tuesday, December 8, 2009, 11:00-1:00 CST**

Present: Wei Chen, William (Buddy) Clark, Georges Fadel, Hamid Hamidzadeh, Kazem Kazerounian, Vijay Kumar, Ahmed Shabana, Richard Ulvila.

1. **Call to order.** A. Shabana called the teleconference to order at 11:05 am
2. **Finance** (H. Hamidzadeh)

Account access

Access to the DED Financial Account has been set up for Hamid Hamidzadeh (Vice Chair) and Ahmed Shabana (Chair). The access provides a read-only function. No access has been provided to the chairs of individual technical committees as previously requested. Richard Ulvila responded that it is ASME's practice to allow access to only two persons in each division. Hamid Hamidzadeh agreed to send out an account summary to technical committee chairs on a quarterly basis. The committee agreed that while the ASME IT group is obviously lagging behind their current tasks, the main issue seems to be that ASME is not able to update the account information in a timely manner.

DEC Finance

The Design Education Committee (DEC) made approximately \$6,000 commitment for awards to the students during the IDETC 2009. This amount exceeds the DEC account balance. This was attributed to difficulties in getting updated account information from ASME. In order to honor the commitment of the Design Education Committee to their students, the DED Executive Committee approved, at the end of October 09, a loan of \$1,300 to cover the student awards with their existing balance. This amount would be deducted from the DEC's revenue given by the DED in its next appropriation.

2009 IDETC Revenue

An unofficial revenue figure has been received from Erin Dolan. The official number is yet to be released. It may take a while before the amount is transferred to the DED account.

3. **Technical Committees** (W. Clark)

DAC and DFMLC Committee Chair

W. Clark discussed with Kazuhiro Saitou about the concern of serving as the Chair of two technical committees in the same year. DFMLC selected Peter Sandborn from the University of Maryland, Vice-Chair of DFMLC, to be the incoming Chair.

Motion was passed to approve Peter Sandborn to be the DFMLC Chair. Kazu Saitou will remain as the Chair of DAC and serve as the Vice-Chair of DFMLC this year.

DEC and Two Special Committees

A proposal was made to DEC in Summer 2009, to include "K-12 Awareness of Design Engineering" and "Professional Engineering Licensure" as subcommittees under DEC. DEC has been discussing this DED proposal, but no decision has been yet made.

Action item: Buddy Clark will follow up with DEC to reach a decision soon.

4. **Nominating Committee** (K. Kazerounian)

Solicitation of incoming Secretary of the DED Executive Committee was announced at the beginning of December. Candidates from the under-represented technical committees are encouraged to apply.

Action item: Kazam Kazerounian will prepare a description of the position and the responsibilities of serving for the DED Executive Committee. This description will be sent out as a part of the reminder of nomination.

5. **IDETC Reorganization** (V. Kumar)

IDETC/CIE is a large, rapidly growing conference with many parallel tracks (e.g., greater than 15) with many small sessions (e.g., 20-30). It is getting increasingly difficult to find hotels that can accommodate a large number of parallel sessions (for example, greater than 14 or 15). And the total number of attendees is not large enough to make convention centers financially viable.

Vijay Kumar provided the committee a document summarizing the number of papers for IDETC/CIE Conferences during 2005-2009 (see attachment). The data shows that the numbers of papers in the even years (less) differ significantly from the numbers in the odd years (more). However, this difference is expected to be smaller in the future because the mechanism conferences will be held every year and new groups (such as VIB and MSNDC) are expected to join IDETC.

Vijay Kumar proposed two solutions:

Solution 1: By splitting the conference into two overlapping parts (see below for options), we can have all conferences collocated while keeping the number of parallel tracks manageable.

Solution 2: Changing the schedule to limit paper presentations to 15 minutes, hence increasing the number of papers that can be presented by 30%.

Associated with the above solutions is the possibility of moving the technical papers to poster sessions for reducing the number of parallel tracks.

Two Scheduling Options for solution 1

Scheduling Option A:

Part I Sun: Workshops and meetings for Group 1
Mon, Tue, Wed: Papers for Group 1

Part II Wed, Thurs, Fri: Papers for Group 2
Sat: Workshops and meetings for Group 2

Scheduling Option B

Part I Mon, Tue: Papers for Group 1
Wed: Workshops and meetings for Groups 1 and 2
Part II Thurs, Fri: Papers for Group 2

Vijay Kumar proposed the following grouping of conferences

There are 9 Even Year conferences:

DAC, MR, CIE, DTM, DFMLC, AVTT, DEC, MNS, VIB

see <http://www.asmeconferences.org/IDETC2010/>

There are 13 Odd Year conferences:

DAC, MR, CIE, DTM, DFMLC, AVTT, DEC, MNS, VIB, MSNDC, MESA, PTG, RSAFP

see <http://www.asmeconferences.org/idetc09/>

The Groups could be as follows:

Group 1: MR, VIB, MSNDC, MNS, MESA, AVTT

Group 2: DAC, CIE, DTM, DFMLC, DEC, PTG RSAFP

Discussions

The committee agreed that solution 2, shortening the talk to 15 minutes, is not a viable solution. Moving technical papers to poster sessions or splitting the conference into two overlapping parts are possible solutions. Discussions were centered on how we may change the culture of presenting accepted technical papers in the format of posters. More dialogues with the technical committees are needed on this topic. Financial incentives may need to be provided. The committee also discussed the cost of introducing poster sessions. Introducing regular poster sessions is not expected to add additional cost. However, depending on the scope, the poster sessions may need larger space than the regular ones. ASME estimates that the cost of having two overlapping parts (5 days) is not too different from the current format of having all together (3 days). If the 5 day plan is implemented, general committee meetings will be organized on the overlap day in the middle of the two conferences. The committee agreed that the decisions of moving technical papers to poster sessions and splitting the conference into two overlapping parts should be made separately at this point.

Action item: Vijay Kumar will look into the economics of the poster session, develop detailed proposals, and consult with the technical committees.

Workshop Approval

Hamid Hamidzadeh reviewed the ASME legal responsibility to meeting/workshop approval. For cases in which ASME is a participating society and has no financial responsibility, i.e., ASME name will not appear in the title of the conference, the MOU (Memorandum of Understanding) workshop co-sponsorship agreement form should be completed by the Conference General Chair and the workshop organizer, and submitted together with the CA-2 form.

The Polytechnique Montreal and Delft University of Technology want to organize an International Workshop on Underactuated Grasping on the day after the IDETC conference in 2010. It is being co-organized by Lionel Birglen (Assistant Professor at Polytechnique Montreal) and Just Herder (Professor at Delft University of Technology). Polytechnique Montreal will provide the meeting room space and financial support will be provided by Polytechnique Montreal and Delft University of Technology. The group wants the event to be immediately after the IDETC to maximize attendance and ASME's assistance in publicizing the workshop via a link.

Vijay Kumar will consult ASME to prepare a MOU to be signed by the conference organizers.

The IDMMME/Virtual Concept conference is asking for ASME sponsorship (with no financial responsibility). Georges Fadel attended the conference the last two times, and is serving on the organizing board. The committee agreed that ASME sponsorship will bring benefits to the members. Hamid will pass the MOU form to Georges. Under ASME's current practice, the MOU is required to accompany the CA2 form. In the future, the MOU will be a part of the CA2 form.

Motion was passed to authorize Vijay Kumar to approve the ASME sponsorship of the IDMMME/Virtual Concept conference, provided that the MOU form is completed by the organizer.

6. Honors and Awards (G. Fadel)

New Appointments to the Award Committees

Georges Fadel provided some details of the new appointments. All award committees are now fully staffed.

General DED committee: Gordon Kirk (till 2011), Crispin Hales (till 2010), Art Erdman (till 2010), Jeff Ge (till 2010), Panos Papalambros (till 2012), Georges Fadel (2011)

Machine Design award: Gordon Kirk (till 2011), Crispin Hales (till 2010), Art Erdman (till 2010), Jeff Ge (till 2010), Panos Papalambros (till 2012), Georges Fadel (2011)

Leonardo DaVinci award: Gordon Kirk (till 2011), Crispin Hales (till 2010), Art Erdman (till 2010), Jeff Ge (till 2010), Steve Velinsky (till 2012) , Georges Fadel (2011)

Barnett Uzgiris award: Gordon Kirk (till 2011), Crispin Hales (till 2010), Art Erdman (till 2010), Jeff Ge (till 2010), Dan Segalman (till 2012) , Georges Fadel (2011)

Spira award: Michael Keefe (DEC) (till 2012), Art Erdman (till 2010), Gul Kremer (DEC)(2011), Alex Slocum (DEC) (2010), Judy Vance (2012) , Georges Fadel (2011)

Abbott Award

The Abbott award will need 2 members, appointed by the DED chair, to serve on the committee in case of nomination. No nomination of the award has been received so far.

Guidelines for Honorarium

Georges Fadel prepared a written summary of the amounts of the various DED awards (see attachment). This information has been circulated among the Honors and Awards Committee. Georges Fadel is in the process of seeking his committee's suggestions on broad recommendations for cash awards. Once the guidelines and recommendations are established, they will be sent to the TC chairs and Exec Committee for further discussion and refinement before adopting a formal recommendation.

The committee thanked Georges for his excellent summary of data, which is believed to be a good reference and guideline.

7. **Journals** (K. Anderson)

No report is given due to schedule conflict of K. Anderson.

8. **LTC** (Dallas, March 11-14, 2010) (A. Shabana)

Ahmed Shabana and Wei Chen attended the 2009 ASME LTC (Leadership Training Conference). The conference has two tracks: one for senior Executive Committee members, the other for new members. Hamid Hamidzadeh (the incoming Chair) and the new DED secretary will attend the meeting in March 2010. Since Vijay Kumar didn't attend the LTC before, it is recommended that he should attend the 2010 LTC using the extra funding the Committee has this year.

9. **DED Clusters** (All)

The committee discussed their reactions to feedback collected from TCs on the cluster proposal. A few members expressed reservations of moving the current proposal forward. The major concerns are whether appointing the cluster leaders is an effective way of resolving the current organizational challenges that DED faces, and whether the proposed grouping will be agreeable to all technical committees. A few members think the proposal has its merits and can be carried out with modifications. It was suggested to use the word "committee" to replace "cluster" as it might be felt to be less threatening. However, there was the opposing concern that committees formed outside of the bylaws will eventually disappear. Suggestions were also made to form two big clusters based on the conference grouping. Forming three clusters was proposed as another option. Other suggested modifications include: (1) decouple the grouping from journals; (2) a technical Committee Liaison Committee will be formed that will be led by the TC Executive; (3) the division of TCs to these groups will be informal and subject to change per the construct of the committee members; and (4) the division of TC's to groups does not imply any limitations or affiliations.

It was decided that further discussion on this topic will be carried out through email.

10. The teleconference was adjourned at 1:05 pm.

Respectfully submitted,

Wei Chen
Secretary of the Executive Committee, Design Engineering Division