

## ASME DESIGN ENGINEERING DIVISION

### DESIGN EDUCATION COMMITTEE BYLAWS

#### I. Design Education Committee Vision

The **Design Education Committee** envisions active and constructive dialogue about design education among design practitioners and design educators and researchers, and informed public awareness and appreciation of the importance of engineering design.

#### II. Design Education Committee Mission

The primary mission of the **Design Education Committee** of the Design Engineering Division of the American Society of Mechanical Engineers is the improvement of education in the art and the science of engineering design for students, researchers and educators, and professional practitioners. The range of issues is not limited to design methods and processes, but also includes safety, reliability, liability and ethics, globalization, as well as other professional concerns. The DEC bridges gaps between and maintains active dialogues among professional practitioners and design academics that:

- alerts academics to the changing needs and requirements of industry,
- alerts design practitioners to new research findings, and
- fosters public awareness and understanding of the importance of good (engineering) design.

#### III. Design Education Committee Objectives

In order to achieve its mission, the **Design Education Committee** intends to provide:

- educational forums for design researchers, educators, and professional practitioners during annual ASME sponsored conferences;
- continuing education opportunities for design practitioners;
- nurturing opportunities that will enable engineering undergraduates to acquire practical engineering design experience and knowledge;
- learning environments for K–12 students and teachers that will allow them to experience what engineers and engineering designers do;
- continuing opportunities for international dialogue with counterpart colleagues outside of the United States, as well as those at home;
- information about the value and importance of good engineering design to the public; and
- the recognition by ASME of outstanding achievements in engineering design, including design methods and processes, and emphasizing other professional concerns, including safety, reliability, liability, ethics, and globalization.

#### IV. Design Education Committee Membership and Structure

Membership in the **Design Education Committee (DEC)** is open to all individuals interested in advancing the DEC's mission.

1. The DEC shall function in accordance with the provisions of ASME MS-11, the Design Engineering Division Constitution and Bylaws, and other pertinent ASME directives.
2. The DEC is governed by a DEC Executive Subcommittee, composed of a DEC Chair, Vice Chair, Associate Vice Chair, Secretary, Treasurer, Program Chair and Conference Chair, subcommittee chairs, and liaisons to designated ASME committees and meetings (see section V). Unless duly elected or appointed to the DEC Executive Subcommittee, the immediate past Chair also serves on the Executive Subcommittee in an ex-officio capacity, voting only to break a tie. Members of the Executive Subcommittee must be members of ASME.
3. DEC membership is open to all those interested in advancing the DEC's mission, who need not be members of ASME. All interested parties are invited to apply for membership by writing to the DEC Chair, who will appoint them to the DEC after consulting with the Executive Subcommittee. A list of DEC members and their contact data will be maintained by the Secretary.
4. DEC officers are elected by the DEC membership to two-year terms that start at the beginning of the calendar year immediately following the election held during the annual meeting at the IDETC. No individual may hold the same Executive Subcommittee for more than two (2) consecutive terms nor be a member of the Executive Subcommittee for more than eight (8) years.
5. Nominations for the vacant positions on the DEC Executive Subcommittee will be requested and compiled by the DEC Chair, in consultation with the remaining members of the Executive Subcommittee.

## **V. Responsibilities of the Design Education Committee Officers**

The responsibilities and duties of the officers of the **Design Education Committee (DEC)** are as follows:

### **1. Chair**

The Chair of the DEC shall schedule, call and preside over the annual DEC meeting at the International Design Engineering Technical Conferences (IDETC).

The Chair shall be the DEC's representative or liaison to the Design Engineering Division (DED) General Committee and the Board on Engineering Education (BEE), and shall prepare and submit appropriate reports to the DED Secretary for incorporation in the minutes of DED General Committee meetings.

The Chair, with the assistance of the Secretary, shall prepare and submit an annual article for the DED Newsletter.

The Chair shall have served at least one full term in another capacity, preferably Vice Chair or Associate Vice Chair, of the Executive Subcommittee before assuming the role of Chair.

**2. Vice-Chair**

The Vice-Chair shall assist the Chair in directing the activities of the DEC and the DEC Executive Subcommittee.

The Vice-Chair shall preside over meetings of the DEC and the DEC Executive Subcommittee in the absence of the Chair.

**3. Associate Vice-Chair**

The Associate Vice-Chair shall chair the International Activities Subcommittee of the DEC.

The Associate Vice-Chair shall preside over meetings of the DEC and the DEC Executive Subcommittee in the absence of the Chair and the Vice Chair.

**4. Secretary**

The Secretary shall record minutes of DEC and DEC Executive Committee meetings, ensure that they are properly archived, and distribute them—electronically, and in a timely manner—to the DEC membership.

The Secretary shall maintain a current roster of DEC members and contact information.

The Secretary shall be responsible for periodically reviewing and updating the DEC web site, maintained as a link from the ASME's and DED's web presence.

The Secretary shall assist the Chair in preparing and submitting an annual article for the DED Newsletter.

**5. Treasurer**

The Treasurer shall prepare and submit to the DED Treasurer a request for funding for the Young Design Engineer's Paper Competition and other expenditures.

The Treasurer shall collect and compile statements from DED for DED assigned account, make requests for funds, maintain the DEC accounts and initiate strategies for developing funding for the DEC (e.g., by sponsoring sessions at IDETC and NDEC).

**6. Conference Chair**

The Conference Chair is responsible for the organization of the annual conference. The conference organization involves the following tasks:

- i. Coordination of the conference with the Meetings and Arrangements Chair of the Design Engineering Division.
- ii. Promotion of the conference through the appropriate media. This includes the preparation and distribution of conference notices, calls for papers, conference programs, etc.

- iii. Development of invited sessions on topics of current or future interest. The Conference Chair may wish to appoint qualified individuals to arrange such sessions from time to time.
- iv. Arrangement for social functions at the annual conference. Each year there will be a conference luncheon. Other social functions may be held from time to time when appropriate.
- v. Interaction with the ASME Meetings Manager at ASME headquarters in New York City. Interaction with other committees who are actively planning annual conferences. Every effort should be made to cooperate with other groups in ASME who share common interests.

## **7. Program Chair**

The Program Chair is nominated by the Chair of the DEC Committee. The Program Chair is responsible for the selection and review of papers for presentation at the annual conference. All papers submitted for presentation at the annual conference will be subject to peer review. This review process is separate from the review process for work submitted to an ASME Design Division Journal. Papers accepted for presentation at the annual conference must be technically correct, must be relevant to the themes of the conference, must be of current or archival interest, must not in any way have a commercial purpose, and must be written in a style appropriate for publication by ASME. Papers accepted for presentation at the annual conference will be published by ASME for distribution at the conference. Papers that are identified through the conference peer review process as having archival value will be submitted to the Program Chair in order that they can be considered for publication in an ASME Design Division Journal.

## **8. Immediate Past Chair**

The Immediate Past Chair will serve as an ex-officio member of the Executive Subcommittee. The Immediate Past Chair will only vote on Executive Subcommittee business when there is a tie vote. The Immediate Past Chair will preside as Chair of the Honors and Awards Subcommittee.

## **9. Subcommittee Chairs and Liaisons**

The Chair of the International Activities Subcommittee shall serve as Associate Vice-Chair of the DEC, organize and direct the activities set out by the International Activities Subcommittee, and report on those activities to the DEC Executive Subcommittee.

The Chair of the Ralph Barnett – Carl Uzgiris Product Design Safety Award Subcommittee shall organize and direct the activities (specified in section 4 above) leading to the presentation of the Ralph Barnett – Carl Uzgiris Product Design Safety at a suitable awards ceremony, such as DED's Awards Luncheon at the annual IDETC.

The Chair of the Young Design Engineer's Paper Competition Subcommittee shall organize and direct the activities (specified in section 4 above) leading to the presentation of the DEC's Young Design Engineer's Paper Award(s) at the IDETC.

The International Mechanical Engineering Conference and Exposition (IMEC&E) Liaison shall maintain communication with the appropriate DED and ASME officials for the IMEC&E and ensure that needed arrangements can be made for DEC's participation.

The National Design Engineering Conference (NDEC) Liaison shall maintain communication with the appropriate DED and ASME officials for the NDEC and ensure that needed arrangements can be made for DEC's participation.

The Board on Pre-College Education (BPCE) Liaison shall maintain communication with the BPCE and with appropriate DED and ASME officials for the IMEC&E and the Summer Annual Meeting (SAM) and ensure that needed arrangements can be made for DEC's participation.

## **VI. Design Education Committee Activities**

The **Design Education Committee (DEC)** actively participates in many of the major conferences sponsored by ASME, and also undertakes many other activities as follows:

- Depending on the topics of interest to DEC members and the availability of speakers, the DEC will sponsor symposia, paper sessions, poster sessions, panel sessions and workshops as part of at least one of the three annual ASME conferences:
  - a. the International Design Engineering Technical Conferences (IDETC),
  - b. the International Mechanical Engineering Conference and Exposition (IMEC&E),
  - c. the National Design Engineering Conference (NDEC) at the National Manufacturing Week Conference (NMW).
- The DEC will actively collaborate with other ASME groups—including appropriate Technical Divisions, the ASME Board on Engineering Education, the ASME Board on Pre-College Education, and local sections—to develop sessions and workshops on design issues of mutual interest.
- The DEC will construct and maintain an informative website (linked to the ASME's and DED's web presence) to disseminate DEC information.
- The DEC will take the lead in soliciting nominations for the Ralph Barnett – Carl Uzgiris Product Design Safety Award and work with the DED's Honors and Awards Committee to (1) process nominations, and (2) choose and recognize the recipient at an appropriate awards ceremony, such as the DED's Awards Luncheon at the annual IDETC.
- The DEC will actively support international design education dialogues and interactions.
- The DEC will administer the DEC's Young Design Engineer's Paper Competition by soliciting and reviewing entries, selecting the winner(s), and by arranging for the winning papers to be published and presented.
- The DEC will hold at least one formal meeting each year, normally at the IDETC, and will conduct additional business as appropriate by e-mail and teleconferences.
- The Chair shall appoint appropriate technical subcommittees. The purpose for such subcommittees will be to expedite the dissemination of knowledge in that subcommittee's technical field. The Conference Chair will utilize the talents of the technical subcommittees in conducting the peer review process for the annual conference.

## **VII. Revision of the DEC Bylaws**

Once approved by the DED, a review of the Bylaws shall be listed as a formal agenda item in the annual meeting of the DEC in every even-numbered year.

Further, the Bylaws can be revised by a two-thirds majority vote of the members of the DEC. Proposed revisions must be forwarded to the DEC Chair at least 45 days prior to an annual DEC meeting in order that proposed revisions can be included in the meeting announcement, which shall be sent out to the DEC membership at least 30 days before that annual meeting. Proposed revisions will be discussed and voted on at the annual DEC meeting. Members who cannot be present at the DEC annual meeting but who wish to vote on the suggested revision(s) may cast their vote by sending a signed letter to the Chair postmarked no later than 15 days before the annual meeting.

The results of the voting on revisions will be announced at the DEC meeting at which the revisions are considered.

An up-to-date copy of the Bylaws shall be approved by and filed with the Design Engineering Division.

Updated by: Gul Kremer, The Pennsylvania State University  
Jeffrey Mountain, University of Texas – Tyler  
Philip Doepker, University of Akron  
Michael Keefe, University of Delaware  
Peter Jones, University of Auburn  
Dirk Schaefer, Georgia Institute of Technology

Prepared by: Philip Doepker, University of Akron,  
Clive L. Dym, Harvey Mudd College  
Edmund C. Feldy, Mechanical Design and Innovation Associates  
Michael Keefe, University of Delaware  
Lucy S-B. King, Kettering University  
James Grudzinski, Argonne National Laboratory  
Jerome Hemmye, Western Michigan University  
Richard Hirsch, former Chair DEC (Retired)

Approved by the DEC on **1 October 2004** at Salt Lake City, Utah.