

## **ASME Design Engineering Division Executive Committee Meeting Minutes of the meeting on Sunday, August 30th, 2009, 2:00-4:30 pm**

**Present:** Kurt Anderson, Joe Beaman, Wei Chen, Buddy Clark, Erin Dolan, Georges Fadel, George Flowers, Kathy Jacobson, Hamid Hamidzadeh, Nader Jalili, Kazem Kazerounian, Colin Mcateer, Arvind Raman, James Schmiedeler, Ahmed Shabana, Richard Ulvila.

1. **Call to order.** Ahmed Shabana called the meeting to order at 2:05 pm.
2. **Approval of minutes.** The minutes of the Executive Committee Meeting held on April 28, 2009 were approved with minor modifications of font and size in the last paragraph on Page 2.
3. **Chair's report**

A. Shabana presented the Executive Committee Chair's report (oral and written). The Division is in great shape, both operationally and financially, DED was one of only two ASME divisions that received an A grade in the 2008 performance evaluation by the Technical Community Operating Board (TCOB). A. Shabana summarized the important changes to the Executive Committee and reviewed the status of the DED finances, technical committees, and journals, as well as standing and special committees. The following are a few highlights. Details can be found in the Chair's report.

### DED Executive Committee

- Two new voting member positions (chairs of the Publication Committee and the Honors and Awards Committee) were added to the DED Executive Committee.
- Three new members were elected this year; Wei Chen (Secretary), Kurt Anderson (Publications Committee Chair), and Georges Fadel (Honors and Awards Committee Chair).
- Judy Vance ended her tenure as a DED Executive Committee member. Kazem Kazerounian will replace Judy as the Past Chair.
- Hamid Hamidzadeh will be Vice Chair/Treasurer. Buddy Clark will continue to serve as Technical Committee and IMECE Executive for one more year. Vijay Kumar will serve as IDETC Executive for two years. Wei Chen will serve as Secretary for one year.
- DED no longer participates in the National Manufacturing Week (NMW).

### Finances

The DED finances are still in good shape despite the bad economic situation. Award matching funds approved by DED have been allocated to the committee accounts. Three new awards were established this year.

### Technical Committees

A new technical committee, Mechatronic and Embedded Systems and Applications (MESA) Committee, was established. DED now has 13 active technical committees. The Committee on Fastening and Joining and the Committee on Vehicle Design have not yet completed their bylaws.

### Journals

The Division continues to support six journals. The DED Executive Committee has revisited the issue of appointing the journal technical editors for a second term. DED in

the last few years adopted an unwritten policy of having one term limit in order to have more qualified people involved. Nominations of all new editors are due to B. Ravani before March, 2010 while the final selection is expected by November, 2010.

#### Standing and Special Committees

- Committee on Broadening Participation of Women and Minorities: DED partially supported a workshop for women and minorities at the IDETC09, led by Judy Vance and Janis Terpenney. The event was a big success.
- Journal Relations Committee: The new chair will be Kurt Anderson.
- Newsletter: The cost of producing the newsletter last year was \$11506.34. Only electronic copies of the newsletter will be provided beginning next year.
- Two new special committees were recommended by Kazem: a Committee on Innovation and Entrepreneurship and a Committee on Enterprise Study.
- The terms of the chairs of three Special and Standing Committees expired in June 2009. The Fellow Nominations Committee (R. Hirsch) will be eliminated due to lack of need. A proposal has been made to the Design Education Committee (DEC) to include K-12 Awareness of Design Engineering (K. Jacobson) and Professional Engineering Licensure (A.V. Karvelis) as subcommittees under DEC. K. Jacobson has agreed to continue her work as the chair of the K-12 Awareness of Design Engineering during the coming year.

DED reorganization: A. Shabana prepared a proposal to establish the DED technical groups (clusters) in order to facilitate communications between the DED Executive and the DED technical committees. The proposal was attached to the Chair's Report and was later discussed under Item 10; New Business.

4. **Vice Chair/Treasurer's Report.** H. Hamidzadeh presented the Vice Chair/Treasurer's Report (oral and written).

- The DED finances are in good shape despite the bad economic situation. The 2008 IDETC/CIE conference in New York was very successful with a profit of \$82,985.19. DED custodial account received \$31,096.24, and the DED Technical Committees received \$31,096.24 based on the number of papers.
- Award matching funds approved by DED on December 4, 2008 have been already allocated to the committee accounts.
- The discussion was centered on enabling the access of account information by technical committees. It was agreed that access should be set up for the treasurer of each technical committee.

Action item: Rich Ulvila will verify with ASME the process of setting up access to the DED financial account for individual technical committees.

5. **Immediate Past Chair's Report.** K. Kazerounian presented the Immediate Past Chair's Report (oral and written). He reviewed the DED activities in the past year. The discussions were centered on the development of two special committees.

- The proposal of establishing the Special Committee on Innovation and Entrepreneurship was approved in April, 2009. Dr. Jahangir Rastegar, a successful entrepreneur and innovator, has agreed to form and lead this committee for the next three years.

- Development of the Special Committee on Enterprise Study and Strategic Initiatives. This committee consists of individuals experienced in organizational management and strategies who will study the practices of our Division as well as other Divisions and Societies in order to provide advice and counsel to the Executive Committee. Dr. Souran Manoocheri will be the Chair of this committee for a three year term. *Motion of creating the Special Committee on Enterprise Study and Strategic Initiatives passed unanimously.*

## 6. Liaison's Report

- **Systems and Design Group.** J. Beaman, the Chair of the Systems and Design Group (SDG) presented an oral report. He introduced the structure of SDG. SDG will rotate its Operating Board meeting at different conferences. This year's meeting is held at IDETC. SDG is forming an emerging technology group for strategic planning. SDG has been completely restructured; its bylaws are still being worked on.
- **Headquarters.** R. Ulvila presented the DED ASME Headquarters Report. DED has 11,139 Primary Members and 8,089 Secondary Members. DED is the largest ASME Division, over 10% larger than the closest rival. John Delli Venneri joined ASME on July 1, 2009, as Managing Director, Legal. The DED custodial balance beginning July 1, 2009 is \$372,039.32.

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

Status of IDETC conferences: H. Hamidzadeh presented the status of IDETC conferences (written and oral reports). All conferences appear to be on track with their planning of the required processes. The CA-1 form is being completed for 2012 IDETC/CIE.

- *2009 IDETC/CIE:* Oral and written report by K. Anderson and G. Flowers. The conference promises to be successful despite the current downturn of the economy and travel restrictions in industry. There are over 1315 registrations of which 476 are students. 1,198 papers have been accepted out of 1,403 submissions. The reception, "A Night at the Ball Game," will be a highlight of the conference. Matthew Parkinson of PSU joined the conference organization effort and organized many interesting activities to enhance the student experience. An integrity issue associated with submitting multiple versions of the same papers by certain individuals from a particular overseas institution was reported.
- *2010 IDETC/CIE:* Oral and written report by P. Larochelle and A. Murray. The conference is scheduled for August 15-18, 2010, in Montreal, Quebec (Canada). The conference will feature free wireless internet access. The conference website is live at <http://www.asmeconferences.org/idetc2010/>. Conference is tight on space. 18 parallel sessions will be accommodated. A limit of 40 papers is set for the Technical Committee on Vibration and Sound, which will join the even year conference for the first time.
- *2011 IDETC/CIE:* Oral and written report by N. Jalili. CA-1 form was submitted in April 2009. CA-2 form is in process. The conference venue will be at the Hyatt Regency Washington on Capitol Hill, August 29-31, 2011, featuring \$169/night rate including internet access. The hotel contract has been signed. The conference

organization will have one General Chair, two Program Co-Chairs, and several Past Chairs serving on the advisory committee.

- *2012 IDETC/CIE*: Oral and written proposals by J. Schmiedeler. J. Schmiedeler highlighted the advantages of holding the conference in Chicago and the committed support from the University of Notre Dame. The most likely site for the conference is the Chicago Downtown Marriott Hotel. During the discussion, a question was raised as to whether it is sufficient to have one Program Chair for the conference. A full committee will be formed with additional support to the leadership team. A suggestion was made to the organizers to contact the hotel as soon as possible (3 years before conference). The conference size is projected to be identical to that of the odd years'. Motion of holding the 2012 IDETC/CIE at Chicago passed unanimously.

Future conferences: The IDETC is becoming too big in terms of number of tracks. It has grown bigger than IMECE. There are too many sessions and conferences in parallel. This detracts from the quality of the conference and makes it impractical to find venues. Different options were explored in the discussion. One suggestion was to split the conference into two based on the proposed grouping of technical committees. Another suggestion was to make it a longer (4 day) conference, with two different starting and ending dates and some overlapping of conference time in between.

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

W. Clark presented written and oral reports.

##### Technical Committees

- Requests of changing the committee leadership this year have been approved in April 09 for Design Automation Committee, Design Theory and Methodology Committee, Mechanisms and Robotics Committee, Micro and Nano Systems Committee, Multibody Systems and Nonlinear Dynamics Committee, and Power Transmission and Gearing Committee.
- Motion: Requests of changing the committee leadership for Mechatronic and Embedded Systems and Application (new chair: Yangquan Chen) and Mechanisms and Robotics (new chair: J. Rastegar) were approved unanimously.
- Motion of passing the Design Education Committee (DEC) bylaws was approved unanimously.
- Concern was raised whether it is appropriate for Kazuhiro Saitou to serve as the Chair for both the DAC and DFMLC committees in the same year. Considering the commitments that both committees require, suggestion was made to find an acting chair for one of these two committees.

Action Item W. Clark will discuss with Kazuhiro Saitou about the concern of serving as the Chair of two technical committees in the same year.

##### IMECE

- The 2009 IMECE will be held in Lake Buena Vista, FL, November 13-19. The 2010 IMECE will be held in Vancouver, British Columbia, November 12-18. The track organizers should contact DED through their technical committees.

## 8. Journal Relations and Publications

K. Anderson presented written and oral reports.

K. Anderson went through the proposed guidelines and timelines for turnover of DED journal Editor-in-Chief (EIC). Discussions were centered on the procedure of nomination submission, the role of the Publication Committee, and the involvement of technical committees in the process.

Action Item K. Anderson will make necessary changes based on the feedback and send out a revised proposal to the Executive Committee.

## 9. Honors and Awards

G. Fadel presented written and oral reports.

- G. Fadel reviewed the committee members that judged the following division awards: Machine Design Award, Ruth & Joel Spira Outstanding Educator Award, Leonardo DaVinci Award, Barnett-Uzgiris Product Safety Award, and Robert E. Abbott Award.
- We need more qualified nominations for all the awards. We also need to replace some members on the Committee. Alan Parkinson has served on the committee for many years and needs to be replaced right away.
- G. Fadel reported the non-uniformity across technical committees with respect to award amount and award selection process. Discussions were centered on whether guidelines are needed. It was decided that G. Fadel should organize a meeting of representatives from technical committees to reach a conclusion.

Action Item G. Fadel will send out a list of awards and open positions of the awards committees. He will also determine whether monetary support is needed to create the awards website.

## 10. New Business.

- a. Establishing the DED technical groups (clusters): A. Shabana provided an overview of his proposal, "Establishing the DED Technical Groups" (see proposal in report). Based on the feedback received in the discussion, he will revise the proposal and send it to the Executive Committee. After the approval from the Executive Committee, the proposal will be sent to the technical committees for feedback.
- b. Funding request from K-12 Awareness of Design Engineering: Kathy Jacobson, Chair of the Committee for K-12 Awareness of Design Engineering, made an oral presentation and requested \$1,000 funding support from DED to create a Mechanical Engineering GS Badge for fourth- and fifth-grade girls. This activity is new for girls at such a young age. Her committee will publish reports/news of this event to publicize this activity. The request was approved unanimously.
- c. Close session meeting: The Executive Committee discussed the three nominations for the Technical Editor for the ASME Journal of Vibration and Acoustics (JVA). To honor the

request from the current JVA Editor, K.W. Wang, a vote will be conducted after the IDETC09 conference through email.

11. The meeting was adjourned at 5:25 pm.

Respectfully submitted,

Wei Chen  
Secretary of the Executive Committee, Design Engineering Division