

## DED ExComm– Agenda (Vijay Kumar) & Minutes (Tim Simpson) – 11/16/21

0. Telecon started at 2:35pm EST. Attendees: Vijay, Sunil, Chris, Wei, Yan, Buddy, Tim
1. Approved DED Executive Committee Meeting Minutes from IDETC 2012, pending minor editorial corrections (**Vijay will send his corrections to Tim**).
2. We proceeded through the agenda; comments follow in italics.

### A. Technical Committees (Chris)

Establish guidelines for DED (and TC related) appointments to joint and professional international conference committees organizations– what conference committees professional organizations need conference-related appointments, what are expectations for dues payments and who is playing for them (DED or TC, e.g., IFToMM is 60% by DED and 40% by M&R TC)? (Action Item from last meeting - Chris)

*Chris is trying to establish guidelines for working with professional (and international) organizations to which we pay dues (e.g., expectations and responsibilities), beyond co-sponsoring a conference. He proposed that the TC and DED would split dues 50/50 to ensure TC is truly committed to the partnership. DED agreed, and approved, the 50/50 proposal, and **Sunil will negotiate the new split with M&R for PTG starting in 2013.***

IMECE Conference: Discuss with IMECE organizers and TC chairs – how can DED play a more active role? (Chris)

*Chris reported that IMECE is organized around tracks that are thought to generate interest among both faculty and industry, and are done by individuals, not specific TCs. Thus, it is a very different organizational model than IDETC, which is largely organized by TCs in conjunction with DED and ASME. Therefore, he feels that it is/will be difficult for a specific TC, or DED as a whole, to play a more significant role.*

Measures to evaluate TCs and set expectations: Recognizing the “best” TC each year with an award and potentially financial incentive as well. What measures should we consider? Should we solicit proposals from TCs to “seed” new initiatives, and DED will review and approved for cost-match? Tie semi-annual TC reports to financial incentives from DED conferences (Chris)

*Chris made suggestions to evaluate and set expectations for TCs:*

1. *Best Performing TC Award for the most active and responsive to DED requests; possibly include a financial reward to those that are active and promoting new/innovative ideas – possible criteria for evaluation:*
  - a. *Responsive to DED requests*
  - b. *Running workshops*
  - c. *Nominating people for awards*
  - d. *Activity with IDETC*
  - e. *Other input from TCs*
2. *Worst Performing TC Award for the TC that is not responding and/or active*
3. *...or should we just start to do an annual evaluation of each TC each year?*

**Chris will poll/survey all the TCs to identify the criteria by which they would like to be evaluated/assessed.**

*Chris discussed the process of soliciting proposals from TCs for new ideas/initiatives, including budget and cost-sharing, for new awards, recruitment, workshops, etc. DED should make it a formal RFP and include in examples/levels of funding that might be available. For example, the Broadening Participation and Student Activities Committees are good examples of such efforts. RFP would include details on cost sharing, whether it affects one or multiple TCs, has broad impact within DED, etc. **Chris will draft and circulate an email outlining elements in such a RFP.** In some cases, DED may fund the entire proposal if the impact is broad enough and/or aligns with larger ASME goals.*

## B. Conferences

### (a) Procedure for closing conferences;

*Sunil reviewed a timeline that he and Wei developed for closing yearly ASME IDETC accounts (see Appendix A) so that DED and TCs have a better understanding of how and when funds are distributed. **Vijay will call Mary to arrange a discussion with ASME to review the timeline with Sunil and Wei and others interested in attending.***

### (b) Webtool oversight committee;

*Sunil contacted several previous, current, and future IDETC organizers/chairs about forming a committee to help provide oversight with ASME Webtool (see Appendix B). Vijay recommended creating a standing committee of these previous, current, and future IDETC organizers/chairs that would include overseeing how the IDETC Webtool is administered, how to deal with and handle Abstracts, how to manage IDETC deadlines, and provide advice on questions as they arise with IDETC planning and execution. **Sunil will continue dialogue with those listed in Appendix B to formalize operation of an IDETC Advisory Committee and determine reporting requirements to DED, duties of the committee chair, etc.***

### (c) Deadline for 2013;

*Vijay provided an update on the discussions regarding conference deadline with IDETC 2013 and CIE's concerns. Discussions will continue with IDETC 2013 organizers; however, the language on the website will remain as it is. DED would like to more strongly encourage future IDETC organizers to adhere to a firm deadline. No further action needed.*

### (d) ICED meeting: Coordinate with the Design Society to arrive at an optimal scheduling arrangement (Tim and Wei)

*Tim provided an update that ICED 2015 may be in Italy around the same timeframe as IDETC 2015, which is also considering Italy as a possible venue (along with Vancouver and Boston as back-up). Based on discussions with IDETC 2015 organizers, it appears that IDETC 2015 will be held in early August prior to the European vacation, and ICED organizers appear to be willing to hold ICED 2015 the last week in July, which would align well with IDETC 2015 in the first week in August. **Tim will continue to coordinate with ICED and IDETC organizers about the location and timing of 2015 conferences.***

### (e) Workshops (Vijay);

*Not discussed.*

(f) Guidelines for approving technical co-sponsorship (Vijay)

*Not discussed.*

#### C. Awards proposals (Yan)

(1) Awards nomination committee: Yan has updated based on feedback from meeting – need to vote on this; Note that this needs to be deconflicted from the present nominating committee or rolled into one committee.

*Yan reviewed the proposal to form a standing committee on the DED Honors & Awards Nominations Committee (see Appendix C). Wei expressed concerns about who is responsible for chairing the committee and asked for a clarification on “this award” in the list of restrictions for those members of the committee. Chris noted several editorial corrections, and Buddy asked for clarification on some of the awards that are the Society and Division level that are administered at the TC level. Proposal was unanimously approved pending these editorial corrections. **Yan** will revise and circulate an updated document.*

(2) Thar Energy Design Engineering Award

*Yan reviewed the proposal for the Thar Engineering Design Engineering Award (see Appendix D). There were some concerns about the duration of the award given that the sponsor does not want to endow the award and make it permanent. **Vijay** will ensure that this is captured in the MOU with the award sponsor when it is established. The Achievement Requirements for the award were revised to clarify the scope of the award better. **Yan** will circulate the revised the proposal, and **Vijay** will move it forward.*

#### D. Treasurers Report (Wei)

Benchmark financials for DED with other divisions: Review ASME annual report as it has pertinent financial information in it to see how DED compares to the other Divisions (beyond membership).

Process of updating accounts promptly (Wei);

Account access for TCs (Vijay)

*Wei contacted Erin Dolan (ASME) about 2011 DETC revenue distributions, which have not been done yet. She also received a response from Randy Regan (ASME) that stated “in general ASME doesn't release division financial information to other divisions per directive of the K+C board”, but she is wondering what type of financial information DED (and the TCs) would like to see, given that some of the information is confidential. **Wei** will continue to follow up with ASME (and Mary Jakubowksi) to identify information that can be shared with TCs on a quarterly basis. Account access for TCs is no longer an action item since Wei will begin sending TCs quarterly statements.*

#### E. Administrative

Election of secretary

Suggestion to do the elections before Summer meeting, so we can to invite the new member to call in (Vijay, Buddy)

*We agreed that we should try and engage new Secretary sooner given that IDETC is now in early August. Goal is to ensure that new Secretary is elected at March meeting so that s/he can shadow the current Secretary before preparing reports and meeting minutes for the IDETC meeting in August.*

#### Elect new Publications Committee Chair

*Kurt Anderson has expressed interest in stepping down from Publications Committee Chair. **Buddy** will solicit nominations from TC chairs to take over this position and form a selection committee at the same time as the annual nomination process for the new DED Executive Committee Secretary.*

#### F. Standing committees (Vijay)

*We terminated two standing committees: (1) Government Relations and (2) Information Management based on discussions Vijay had with previous committee members.*

#### 3. New Business:

*Wei will coordinate a collection for Mary Jakubowski who had to abandon her home due to Hurricane Sandy.*

#### 4. The meeting ended at 4:35pm EST, and the following items were not discussed.

## **Agenda Items Not Covered**

#### B. Journals Report (Vijay)

1. There were no royalties returned to Divisions this past year; ASME made a decision to stop charging G&A (Governance & Administration) to Divisions and at the same time not returning Royalties to Divisions; Publications set it aside in separate account and is being held by them. (Deferred to January)

2. Follow up with DED journal editors about their needs and desired level of support from ASME (Deferred to January)

3. New publications chair and responsibilities

#### F. Administrative

Establish format for reports. Look at reports from TCs and establish standard format for reporting. (Tim)

By-laws and constitution Discuss having a representative at all DED meetings. Appointing a parliamentarian? (Vijay)

Guidelines for sponsorship: Start to assemble guidelines to help DED (and TCs) decide when to “partner” with conferences and other societies. (Vijay)

DED Strategic Planning Retreat: Strategic Planning Meeting separate from IDETC to plan and think about future directions of DED (Vijay)

DED Membership: Should we increase the membership? Include at-large members on DED Exec that are not heavily represented? Invite TC chairs to attend all ExComm meetings? What are the expectations of DED Executive Membership? (Vijay and Wei)

#### G. Standing committee business (Vijay)

1 Ask Jeff Ge for USCToMM standing committee report to share with DED in response to dues payment for IFToMM involvement - to be completed.

2 Spoke to Kazem Kazerounian to chair Innovation and Entrepreneurship committee. Potential workshop in IDETC 2013.

3. ME Magazine and DED newsletter: Confirm with Matt Bohm the timing of DED Newsletter, biannual (instead of annual)

4. Charge Student Affairs Chair to develop specific proposals for 2013 for workshops for students

#### **Discuss in Jan telecon**

##### **Future meetings**

Spring: Jan-Feb, Philadelphia

Summer: May/June telecon (TBD). If we can do the elections before this meeting, it might be good to invite the new member to call in and shadow Tim so that he/she is not sandbagged in July (remember IDETC is August first week).

Fall: August 3, 2013

## **Proposed Guidelines for Technical Sponsorship of conferences and workshops**

The DED may choose to sponsor conferences and workshops other than IDETC and IMECE without being involved in the finances. This type of sponsorship is called technical sponsorship. Technical sponsorship is appropriate if:

- (a) The subject of the conference or workshop is relevant to DED interests;
- (b) The dissemination of the material is in English;
- (c) The organizers of the conference or workshop are internationally known;
- (d) The request for sponsorship comes from a DED technical committee.

*Note that it is possible that there are other sponsors of the workshop in which case DED will be considered a technical co-sponsor.*

## Procedure for Approval of Journal Editors and Associate Editors

Excerpted from the by-laws

### *Technical Editor*

*At least six months prior to the completion of the Editor's term, he/she may submit the names of up to three candidates for a successor to the Executive Committee, after consultation with the Technical Committees. The candidate who receives a majority vote of the Executive Committee will be selected and his/her name will be forwarded to the ASME Publications Committee for approval. If there is no majority then the nomination process will become open, the Executive Committee will seek nominations from the Technical Committees and others in the DED community, and the selection will again be made by majority vote of the Executive Committee.*

### *Associate Editor*

*On years prior to the completion of the term of one or more Associate Editors, the Editors shall submit for approval names of candidate Associate Editors to the Chair of the Division. Nominations for Associate Editors shall be submitted prior to the meeting of the Executive Committee held at the International Design Engineering Technical Conferences. Nominees for Associate Editor are approved by majority vote of the Executive Committee. Following approval by the Chair of the Division, the Editor(s) shall forward the candidate's name(s) to the ASME Publications Committee for approval.*

1. Technical Editor: The outgoing TE proposes a slate of at least three candidates and explains the qualifications and strengths of each candidate in a letter with CVs to the publications chair. The publications chair brings the cases to the Excomm for a vote with his/her recommendation. The candidates are discussed and voted on. The publications chair communicates the result of the vote to the technical editor with a copy to the Excomm chair.
2. Associate Editor: The publications chair vets the nominations for the associate editors and brings the candidates for a vote to the Excomm. The candidates are discussed and voted on. The publications chair communicates the result of the vote to the technical editor with a copy to the Excomm chair.

## **APPENDIX A**

### **DED Time-line for closing yearly ASME IDETC Conferences**

Prepared by Sunil K. Agrawal and Wei Chen

In order to streamline the distribution of revenues to the division and technical committees after the IDETC meeting (scheduled mid to end of August), DED proposes the following time-line:

- (i) **End of September:** Conference attendance information to IDETC Executive ASME provides information on number of attendees, number of tracks and sessions, breakdown of papers into sessions, sub-conferences, each technical committees etc.
- (ii) **Mid of December:** Conference Financial Summary to IDETC Executive ASME provides details of the expenses and earnings as well as the proposed revenue distribution within DED and its technical committees
- (iii) **End of January:** Approval of revenue distribution by the DED executive committee  
DED reviews the financial summary and approves the revenue distribution
- (iv) **End of March:** Revenues Deposited in Custodial Accounts  
ASME provides the record of revenue deposits into the DED custodial and technical committee accounts.

## **APPENDIX B**

### IDETC Web-tool Oversight Committee

Prepared by Sunil K. Agrawal

As per the recommendation of DED, I have contacted the following members of our community who have served (or are slated to serve) as chairs of upcoming IDETC conferences. The following have agreed to be members of this committee. I will hold a follow-on meeting to move this task forward and will appreciate any suggestions from the DED executive committee.

- (i) Pierre LaRochelle, Florida Institute of Technology
- (ii) Harry Dankovicz, University of Illinois at Urbana Champaign
- (iii) Venkat Krovi, University of Buffalo
- (iv) D. Dane Quinn, The University of Akron
- (v) Jim Schmiedeler, Univ of Notre Dame

## **APPENDIX C**

### The DED Honors and Awards Nominations Committee

*A proposal for a DED Standing Committee – from Yan Jin*

#### Summary of the Proposal

We propose a DED Honors and Awards Nominations Committee which will be responsible for identifying deserving candidates from the DED community for all ASME and DED honors and awards at the division and society level and ensuring that a good slate of nominations is available for the selection committees. The nominations committee will include representation from each technical committee and will be distinct from the selection committees for each award.

#### Rationale

Current efforts to recognize excellence by way of awards, elevation of fellow status and other honors are mostly limited to the individual committees. While this may be adequate for committee-level awards and for the division level awards that are clearly designated to be the responsibility of specified technical committees, the DED Executive Committee feels the need for a DED-wide nominations committee to recognize and promote deserving individuals.

#### Charter

1. The DED Awards and Honors Nominations Committee will consist of members from all technical committees. The committee will be constituted by the Chair of the Executive Committee in consultation with the chairs of the technical committee and the Honors and Awards Chair.

2. No member of the Honors and Awards Nominations committee can be a nominee for an award.

3. No member of the Honors and Awards Nominations committee can participate in the selection committee of any award.

4. The Awards and Honors Nominations Committee will ensure that qualified nominees are identified for each of the following society and division awards and nominations submitted to the Awards and Honors Chair by February 1 each year.

- ASME Machine Design Award
- Ruth and Joel Spira Outstanding Educator Award
- ASME Barnett-Uzgiris Product Safety Award
- The Leonardo da Vinci Award;
- Robert E. Abbott Lifetime Service Award

5. The process of nominations for awards that are administered by designated technical committees will be decided by the technical committees. The appropriate technical committee member will simply need to report the nomination to the Nominations Committee chair. Division-level awards that are currently administered by technical committees are:

- The Den Hartog Award, administered by TCVS;

- The Myklestad Award, administered by TCVS;
- The Design Automation award, administered by DAC
- The Mechanisms & Robotics Award, administered by M&RC
- A.T. Yang Memorial Award, administered by M&RC
- The D'Alembert Award, administered by MSNDC
- The Lyapunov Award, administered by MSNDC

6. The Honors and Awards Nominations Committee will identify qualified nominators for submitting a nomination before the deadline of February 1, each year.

7. The Honors and Awards Nominations Committee will provide a short report listing the number of qualified candidates found for each award along with the breakdown across committees to the DED Executive Committee Chair before the Fall meeting of the committee.

#### Proposed Change to the Bylaws

The list of standing committees is available in Article II, Section 1. There are two proposed changes.

1. The Nominating committee will now be called the DED Nominations Committee. Its functions and charter are clearly described in Article I, Section 1.
2. A new Honors and Awards Nominations Committee will be formed with the charter described above.

#### List of ASME, DED, and Technical Committee Awards

##### Society Awards

1. ASME Machine Design Award
2. Ruth and Joel Spira Outstanding Educator Award
3. ASME Barnett-Uzgiris Product Safety Award (replaces the Triodyne Safety award)

##### Society Recognition:

1. ASME Fellow

##### Division Awards:

1. Leonardo Da Vinci Award
2. Robert E. Abbott Award

##### Committee Awards:

1. Darle Dudley Award (PTG)
2. Design Automation Award (DAC, Division Level)
3. Design Automation Young Investigator Award (DAC)
4. Design Theory and Methodology Award (DTM)
5. Toshiba Award (DFMLC)
6. Mechanisms and Robotics (M&R)
7. Micro and Nano Systems Award (MNS)
8. A.T. Yang Memorial Award (M&R, Division Level)
9. D'Alembert Award (MSND, Division Level)
10. Lyapunov Award (MSND, Division Level)
11. J.P. Den Hartog Award (TCVS, Society Level)
12. Mykelstad Award (TCVS, Division Level)

## **APPENDIX D**

### Thar Energy Engineering Award Proposal (Proposal from Yan Jin)

Name of the Award	Thar Energy Design Engineering Award
Level of Award	Division
Date Established	2013
Achievement Recognized	The Award recognizes individuals who have made significant contributions to the design research, innovation and product design in the areas related to energy engineering.
Limitations	None
Nomination Deadline	February 1
Form of Award	Certificate & Honorarium Wood plaque Honorarium \$1000
Frequency of Presentation	Annual
Administrator of Award	Design Engineering Division
Recipients Selected by	Design Engineering Division Honors and Awards Committee
Selection Process	Nominations are provided by the DED Nominations Committee.  Qualifications are evaluated and voted upon by the Design Division Honors and Awards.
Funding Availability	Division Custodian Account