

**Minutes of the
ASME DED General Meeting
August 28, 2018
Quebec City, Canada**

Compiled by DED Executive Committee Secretary, Dr. Carolyn Seepersad

- Call to Order and Introductions at 2 PM.
- Approval of Minutes
 - The minutes from the previous meeting were approved unanimously.
- Report of the Executive Committee
 - ASME reduced the labor overhead rate for next year, and conference revenues will begin flowing back to the division again. 50% of revenues will come back to the DED. DED will keep 50% of those funds and distribute the other 50% to TCs based on paper counts.
 - DED will investigate different ways of distributing those funds next year, perhaps by looking at the number of attendees with specific TC affiliations.
 - DED Executive Committee has some funds available for special initiatives, too, so TCs and journals are encouraged to try new things.
 - All TCs should be careful of federal laws requiring recipients to be able to opt in or out of email lists.
- Overview of Technical Committees
 - Early feedback on 2018 IDETC
 - The deadlines were later than usual this year. Some like it; some feel it's too compressed.
 - Some committees felt that their research topic overlapped with other committees, and they are trying to manage those overlaps.
 - One committee has a critical mass issue in terms of papers and reviewers.
 - Information on TC meetings is missing from the webtool.
 - Non-conference related feedback
 - DTM would like to convert their paper-based proceedings to a digital paper library.
 - Communication is a challenge for some TCs. Matt will create a website to help.
 - Asking the technical committee chair to upload receipts to GPS is not an efficient use of chair's time. The process also causes delay in reimbursements. It would be better for each TC to enter information for themselves.
- Overview of DED-affiliated journal status
 - For the Journal of Mechanisms and Robotics, Vijay Kumar was replaced by Venkat Krovi.
 - For the Journal of Vibrations and Acoustics, Steve Shen's term is expiring and replacements are being sought.
 - JMD: JMD made a slight change in wording to better summarize its scope. JMD has the largest number of submissions of any DED journal. Special issues include AM, Engineered Materials and Structures, and Data-Driven Design. Also, a special issue is

being organized for conference papers from IDETC. The journal impact factor is rising. A companion website publicizes featured articles.

- JCND: The journal transitioned from bimonthly to monthly.
- JVA: A major initiative is to reduce the review time. The impact factor has been increasing as a result. More effort is needed to market the journal and encourage submissions.
- ME Letters: ASME is considering adding a new journal called ASME Letters. The focus is on rapid publication of concise, peer-reviewed papers. The intention is to avoid cannibalizing existing journals, but to focus on papers that need rapid publication. ASME is looking for a champion division. They also plan to refine the scope and finalize the concepts. The ME Letters proposal was discussed by those in attendance.
 - Letters publications are a trend. The challenge is for ASME to do it while distinguishing it from technical briefs. Also, it needs to have a more precise scope. It could be a sandbox for new ideas for the future rather than applications. If the scope is industrial applications, then it might feel more like ME Magazine. The type of paper needs to be clearly identified. One suggestion was to focus on very high quality papers written with a different presentation style: very concise, no equations, only core findings and novelty. The execution of the first few issues is very important; it might be a good strategy to invite specific authors to write specific things for the first few issues to set the tone. Identifying AEs and reviewers is another important issue. ASME staff suggested a standing committee of reviewers to serve for a given number of years to process the letters faster with only one round of revisions. Letters could be very good conference papers. EC members asked about the target audience and the objective of the letters and the business case; they also suggested assigning someone to work with ASME to identify a focus for the letters and Pierre volunteered. EC also suggested surveying TCs to get their feedback.
- IDETC Report
 - ASME staff reported 1112 people registered this year; we will not be losing money this year.
 - Mickey doesn't have any feedback from last year's conference.
 - If you organize something outside IDETC, as long as DED is the official sponsor, it will share revenue and deficits.
 - The 2019 IDETC will be held Aug. 18-21, Anaheim. The 2020 location will be finalized soon by the conference organizers (likely St. Louis).
 - What about hosting IDETC outside the US? Pierre mentioned there were proposals for London and Rome, and there is a European conference planned for sometime after 2020. For Rome, the building was supposed to be ready only 1-2 months before the conference. There is/was interest for Paris. The proposal to organize is very short. Matt and Dane put together a short template; they can send everyone the template.
- Honors and Awards Report
 - Jeff Mountain reported that 189 awards and recognitions were issued this year. Overall, the awards program went very well.
 - Jeff worked on language for the acknowledgements for consistency but also accuracy and fit with the individual awards and recognitions.

- There could be more awards next year. For those committees who did recognize their organizers and reviewers, it is \$15 each. Committees can also issue a pdf by email, etc., instead, without charge.
- DED EC needs to consider who will replace Jeff Mountain, the honors and awards chair, after next year's conference. The position needs a detailed-oriented person.
- Corina will prepare an outline for the request for nominations to replace Kon-Well as publications chair for next year.
- Standing/Special Committees
 - K-12: The K-12 committee organized an ME girl scouts badge; 595 girls earned it in the last 2 years. K-12 committee representatives attended the National Girl Scout convention this year and organized a booth to publicize the badge, talk with girl scouts, and help them make paper airplanes. Lockheed Martin helped make the badges. Kathy Jacobson, one of the leaders of the K-12 initiative, is thinking of retiring because she is retired now and pays her way to the conference. She will report back to the committee with suggestions of people who might be interested in continuing the activity.
- IDETC/CIE joint meeting
 - A subset of the DED EC met with CIE leadership (current, incoming+1 chair) on Sunday morning. CIE is interested in taking a more active role in organizing the "big show". They are interested in learning how to prepare a proposal for the future, how to join others and help organize the conference. Such cooperation will help both communities.

Meeting adjourned at 4:10 pm