

ASME-DSCD Operating Guide

This document is intended as a supplement to the Division Bylaws, Strategic Plan, and Roster (which includes the names of all current and recent past officers & committee members).

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1 Background

DSCD was founded in 1943 with a focus on instruments and regulators, and has since broadened its scope to dynamic systems and automatic control.

The mission of the Division is defined in the strategic plan. The major activities of the Division are defined in the Bylaws, with elaboration in this operating guide.

2 Executive Committee (ExComm)

The Executive Committee consists of 5 elected voting members plus two appointed non-voting members. Each elected voting member serves for 5 years, first as a junior member for two years, then as Vice-Chair, Chair, and Past Chair.

2.1 Members and Duties

2.1.1 Chair

The Chair is responsible for providing leadership and vision to the DSCD. He/she also oversees the day-to-day operations of the DSCD, with the assistance of the secretary. The Chair is also the main interface to ASME and other divisions and societies.

At the monthly telecons, the Chair should request updates from the ExComm on both regular and strategic initiatives.

2.1.2 Vice-Chair

The Vice-Chair is in charge of new initiatives, oversees technical publications, and updates the DSCD Operating Guide (annually). The Vice-Chair also selects the Nyquist lecturer as described in Section 5.2.4. The Vice-Chair prepares the Business Plan which will be used during his/her year as Chair.

2.1.3 Past Chair

The Past Chair's primary duty is to serve as chair of the Nominating Committee, see section 3.3. The Past Chair is also responsible for preparing the ballot for electing the incoming ExComm member as described in Section 2.2.

2.1.4 Junior members

The specific duties of the two junior members are left to the direction of the chair; it may be effective for one member to focus on the same topic for two years in a row rather than rotating through different jobs. Specific tasks for the two junior members may include, but are not limited to:

- Review, oversight, and updating of the Strategic Plan
- Implementing (or coordinating the implementation of) some part(s) of the strategic plan
- Oversight and development of the Technical Committees
- Membership and marketing activities, including young engineers, student affairs, and/or the DSCD website

Some of these tasks are mandatory, and if not performed by the junior members of the ExComm, will need to be handled by the Chair and/or Vice-Chair or delegated to an Ad-Hoc Committee(s).

2.1.5 Secretary

The Division Secretary is appointed by the ExComm for a 3-year term, and has no voting rights, but works closely with the ExComm assisting with daily division operation, keeping and disseminating ExComm meeting minutes, distribution of electoral information and handling the voting of the incoming ExComm member, and maintaining all DSCD documentation and its list server. The Secretary receives a small budget that can be used to hire an assistant.

The secretary maintains and updates the “job description” of the secretary, to facilitate transition.

The secretary maintains lists of all current (and recent past) volunteer members of committees in the DSCD Roster.

The secretary maintains the contact (email) list of the whole Division.

The secretary and the ExComm chair work together to deliver the annual Division report, typically requested by ASME in April and due by end of June.

2.1.6 Treasurer

The Division Treasurer is appointed by the ExComm for a 3-year term, and has no voting rights, but works closely with the ExComm to oversee the DSCD finances, approve expenditures, and report the financial status at ExComm meetings.

The treasurer maintains the operating fund of the Division, and is responsible for providing the required financial report at the Division meetings and to ASME as required.

2.2 Election Process

The Past Chair is responsible for conducting the election of the new ExComm member. He/she should request that the Secretary handle the electronic distribution of the election material and collection and counting of votes.

Nominations for the new ExComm member should be solicited in the fall (e.g., at DSCC), and the election process handled in sufficient time (e.g., in January) for the new member to attend LTC in March (if possible), and take over on July 1.

The electoral body for the election of the new Executive Committee member is defined in the Division Bylaws.

An electronic ballot should be prepared with the nominees’ names and short biosketches, emphasizing especially their contributions to the Division. The ballot should be distributed electronically to the electoral body at least two weeks prior to the voting deadline. The elections are internet-based and the results should be reviewed by the Nominating Committee.

In the case of more than two candidates, the winner must receive at least 1/3 of the votes cast. If no candidate receives more than 1/3 of the votes in the first round, a second round of voting will be called with only the top 3 vote-getters from the first round on the ballot.

2.3 Meetings

In addition to the Division meetings at ACC and DSCC, the Chair (or Secretary) should schedule regular teleconferences (skype works well) for the ExComm members, to handle routine business and voting matters. The teleconferences should be held monthly, if possible.

The ExComm should meet face-to-face at ACC, DSCC, and LTC.

Division meetings are held twice each year: at the ACC and the DSCC. Traditionally, this public meeting is in the evening of the first day of the conference (Monday or Wednesday). An ExComm meeting is held in the afternoon, and the Chair of the ExComm usually takes the entire ExComm and a few selected Division members out to dinner in between the two meetings.

At the LTC 2010, the ASME staff liaison to the DSCD (currently Richard Ulvila) was invited to attend both the DSCC and ACC Division meetings. It was agreed that ASME will pay for his ACC trip, and DSCD will pay for his travel to the DSCC (travel & one night hotel, no conference registration).

2.4 LTC (Leadership Training Conference)

At least two members of the ExComm should plan to attend the ASME LTC (typically in March). Traditionally, the incoming ExComm member and the incoming chair are represented. It is a particularly valuable meeting for the Secretary to attend. This is an excellent opportunity to meet with ASME staff, learn about ASME initiatives and operating procedures, and network with senior volunteers and other divisions (and sections). It is also a good idea to have some time with just the DSCD ExComm (make-your-own breakout sessions) to focus on the strategic plan and plans for the upcoming year. A DSCD ExComm meeting can be scheduled during, before, or after this conference.

3 Standing Committees

The Chairs of all committees shall submit written reports of their committees' activity to the Secretary of the Division at the close of the administrative year of the Society and at other times if requested by the Chair of the Division (traditionally, these reports are requested for presentation at the ACC and DSCC meetings of the ExComm). Oral presentation of the reports at the public meetings is traditional.

Members are able to serve on the same committee again after a year of absence.

3.1 Honors Committee

The Honors Committee determines the recipients of the DSCD awards that are described in Section 7.

The Honors Committee also nominates ASME-DSCD members for AACC and IFAC awards.

Currently there are 7 members, each serving a 3-year term, with 2-3 members appointed each year. It is suggested that a past Oldenburger medalist should be represented on this committee.

The Honors Committee deals with conflict of interest cases as stated in Section 9.

There are three major activity periods for the Honors Committee:

1. The Division Awards nominations are due by June 30th, and the committee votes on the packages in July.
2. Nominations for the Kalman Best Paper Award come from the Journal office in early June. The committee evaluates and determines the best paper during the 2-3 weeks after the nominations are received.
3. Society award nominations (specifically the Oldenburger Medal) are due in mid-January. The committee produces a finalist by mid-February.

The Chair of the Honors Committee sends out all of the nomination packages as email attachments, and requests votes by email. If the voting is very close then a second round of voting is held with the top nominees from the first round.

3.2 Bylaws Committee

The committee shall consist of one or more members each of whom shall serve not more than three consecutive years on the committee. The committee shall be charged with interpreting the Bylaws of the Division and with maintaining them in accordance with the Bylaws and Policies of the Society. The committee shall review, and rephrase if necessary, all proposed amendments to the Bylaws in accordance with Article XII of the Bylaws.

3.3 Nominating Committee

Traditionally composed of the last 4 Past Chairs of the division, although according to the bylaws the only requirement is that there be three members of the Division. The most junior member (Past Chair) is the chair. This committee generates nominations for non-elected division offices. The nominating committee should seek input from the Division members, and in particular from TC chairs.

3.4 Advisory Committee

Traditionally composed of the past 4 Past Chairs of the division, although according to the bylaws the only requirement is that all members have served as Chairs of the ExComm. The most senior member is the chair.

The Advisory Committee can be consulted by the ExComm for advice on any matters arising, such as feedback on policy recommendations or precedents. If desired, the ExComm may invite the Advisory Committee to attend an ExComm meeting and participate in a review of the strategic plan.

3.5 Division Representatives

The Chair of the ExComm shall appoint division representatives based on nominations produced by the Nominating Committee prior to January 1 of each year with the advice and consent of the ExComm. Currently, these representatives include:

- DSCD Director to AACC and Alternate, 4 year term (2 years as Alternate followed by 2 years as Director)
- DSCD Representative to the ACC (and Alternate), 2 year term (1 year as Alternate followed by 1 year as Rep)
- DSCD representative to the ASME Systems and Design Technical Group, 3 year term

3.6 Other Division Officers

The Chair of the ExComm shall appoint division officers based on nominations produced by the Nominating Committee prior to January 1 of each year. Currently these officers include:

- DSCD Webmaster and Assistant Webmaster, see Section 6.3
- DSCD Newsletter Editor and Associate Editor(s), see Section 6.4
- Conference Editorial Board Chair, see Section 5.8
- Student Travel Grant Coordinator, see Section 5.9

4 Ad-Hoc Committees

The Division chair can establish ad-hoc committees that are not listed in the bylaws.

4.1 Industrial Advisory Board

At the ExComm meeting at LTC 2011 it was suggested to form an Industrial Advisory Board (as mentioned in the Strategic Plan). This small committee (e.g. 3-4 industry members) was invited to attend DSCC 2011 for one day (probably the second day, with the Nyquist Lecture and Awards Program). At the end of the day, their input/advice would be requested on how the Division could improve industrial participation (perhaps through a brief SWOT analysis or informal discussion with the Chair and Vice Chair of the division). The members of the IAB would have their travel expenses paid (airfare, conference registration, up to 4 nights of hotel if they want to stay for the entire conference).

At the ExComm meeting at 2012 ACC, the roles and responsibilities of the IAB was updated. It was discussed and agreed that the IAB will go forward with 4-6 members, with members selected from companies in diverse fields. The primary role of the IAB going forward would be to “Ensure relevance of the ASME Dynamic Systems and Control

Division to current and future industry participants”. The short term responsibilities include:

- Provide recommendations for DSCD actions to increase industry engagement
- Measure and evaluate effectiveness of DSCD actions to improve industry engagement
- Participate in DSCD strategy development
- Provide industry viewpoint to the Executive Committee on DSCD activities and investments
- Identify and recruit future IAB members
- Promote industry participation in DSCD activities (technical committees, journal editors, etc.)
- Provide annual reports to the DSCD during planned meetings

It is envisioned that IAB will go forward with rotating membership with minimum 2 year term, with some of them stay for 3 years, so that the members can be staggered to reach a steady-state of 2 new members each year. The chairmanship is to rotate and change each year. The plan is to meet 4-6 times per year and as required additionally to cover requests from Executive Committee or self-generated special projects. The IAB Chairman will also be invited to participate in Executive Committee meetings as a non-voting member.

It was voted in 2012 ACC that the IAB committee will have a budget of \$4,000 per year to cover partial support for the IAB members to attend the meetings at ACC and/or DSCC.

4.2 Task Force on DSCD Research Frontiers

In 2008, a “Task Force on DSCD Research Frontiers” was set up and chaired by Suhada Jayasuriya, with membership as chairs of the Technical Committees. The charge of the task force was to “identify potential research areas that the DSCD members can advance and become the world research leaders in those topic. The areas that are identified are likely to be topics for workshops that will further identify research issues and plans for their development.”

One output of this task force was a half-day workshop on Bio-Systems and Control that was held before DSCC 2008 (chaired by Harry Asada).

The “Frontier Sessions” at DSCC were initiated in 2008 and have been continued as a traditional part of the conference organization.

5 Conferences

ASME information (and forms) related to conferences co-sponsored by DSCD can be found at http://committees.asme.org/K&C/CPC/Forms_Templates.cfm

5.1 Interacting with ASME for conference approval

Note that full disclosure of dual membership in ASME and any co-sponsor organization and other potential conflict of interest must be given to K&C Conference Planning Committee (CPC) and ASME Legal staff (see also Society Policy P-15.8, Conflicts of Interest) – at least the General Chair should disclose, possibly others with decision-making authority

Note that no contracts can be signed on behalf of ASME before the conference has been approved. In fact, DSCD volunteers cannot sign major contracts, such as with the conference hotels. ASME must be involved and they sign the contracts.

The conference approval (CA) form has become the Event Planning and Approval Tool (EPAT) on the web: <http://www.asme.org/events/conferences/event-planning-and-approval-tool>. This web based form will initially have the same information as the old CA forms, but in the future, budgets and figures from past conferences will be automatically populated into the web forms.

Although many groups have requested it, and ASME is discussing it, there is currently no plan to have multi-year approvals of conferences.

The EPAT form has three phases:

5.1.1 EPAT Phase 1: Event suggestion, endorsements, review & approval

Level 1: Basic information with conference title, dates, etc. ASME Staff manager has 10 days to go through initial review of this and approve.

Level 2: Can't start until Level 1 is approved. Checks for P12.1 compliance (tax exempt status regulations). "Sector leader" = DSCD Chair will have 10 days to review and approve.

Final approval: by ASME Events Committee, within 30 days of Level 2 approval.

5.1.2 EPAT Phase 2: Event confirmation

By ASME staff manager, for final budgets

5.1.3 EPAT Phase 3: Final reporting and close-out

Event chair creates the final report. ASME Events Committee reviews.

5.2 DSCC

The Dynamic Systems and Control Conference is held annually in the Fall since 2008 (typically October but sometimes in September).

5.2.1 DSCC Philosophy

The DSC Conference should be THE DSCD event:

- mid-sized (roughly 200-300 attendees, ~200 papers)

- affordable for and friendly to student attendees
- promote and enable networking
- promote innovations
- awards venue for DSCD
- engage industrial and international participants

The DSC Conference was created to be separate from IMECE because we believe a smaller conference can be more intimate and promote better interactions among attendees. One of the advantages of being separate from IMECE is that we have more control of the program and can try more innovative activities. We are not trying to create another large conference like ACC (we already have one).

Financially, the conference aims to break even. The registration fee should be affordable, and yet inclusive (e.g., including banquet, coffee breaks, etc.) so that the conference is enjoyable and welcoming. In addition to large hotels in major cities, medium-sized hotels, mountain resorts and/or college town venues can be considered. The location should rotate around the country when held in the US (Central, West, East, etc.)

The Division has set a strategic goal to run DSCC at an international site every four years (see strategic planning document), although there are significant questions on how an international location would impact student and industrial participation.

5.2.2 DSCC Operating Committee (each year)

The General Chair (GC) for the DSCC is appointed by the Chair of the ExComm and approved by the ExComm, preferably at least 3 years in advance of the conference. The DSCD ExComm should approve the Program Chair (PC), dates and venue of the DSC Conferences at least 24 months in advance of the conference (see the EPAT forms in Section 5.1). Once a DSCC Op-com is established, \$10,000 can be requested from the DSCD custodian account to get the conference organization work started.

The GC and PC can choose their own operating committee (no ExComm approval needed). The DSCD ExComm should review and approve the overall budget and major contracts of the upcoming DSC Conferences (before signing).

5.2.3 DSCC Steering Committee

The Chair is the Past Chair of the ExComm, and the committee includes the most recent past GC, the current GC and PC, and at least three future GCs of the DSCC. Term runs from Dec. 1 to Nov. 30.

The DSCC Steering Committee should meet at DSCC every year. At the steering committee meeting, the agenda should be:

- Final report presentation from the prior year's chair
- Status report presentation from the current chair
- Update report presentations from all upcoming chairs

The purpose of the steering committee meetings is to document and share lessons learned and best practices, and make recommendations for new things to try (or past mistakes to avoid)

5.2.4 Nyquist Lecturer

The Nyquist lecture is presented at the DSCC, and is chosen by the ExComm member who will be Division Chair when the lecture is presented. The timeline for choosing the Nyquist Lecturer should be no later than as follows.

March: The vice chair (who will become chair in July) seeks suggestions from the DSCD members

April: The chosen lecturer is invited

June: Get title and abstract of talk from the Nyquist Lecturer and send to DSCC General Chair and Program Chair for posting at the website and including in the printed program.

5.2.5 Best Student Paper Award (given at DSCC)

The DSCC Program Chair is in charge of the DSCC Best Student Paper Award, but this task may be delegated to the Student Program Chair of the DSCC. The process should start right after papers are accepted (e.g., at ACC), and finish at least two months before the conference. Procedure for the selection can be as follows:

- Nominations should be requested through PaperCept shortly after the paper deadline (submission, not acceptance).
- Use the reviews from PaperCept to select approx. 10 papers from the ones nominated immediately after the papers are accepted
- Have a group review them and finalize the top four (this group could be the DSCC Program Chair + 2-3 DSCC-PC members)
- Inform the four student finalists of their selection
- Form a panel of three judges (may be the same committee)
- Work with the Program Chair to schedule a special presentation for the judges by the four finalists (typically morning of first day of the conference)
- Send the list of finalists (typically four) to the Secretary who will provide it to ASME for the printing of certificates, preferably 2 months before the conference.

5.2.6 DSCC Publicity

The publicity chair for DSCC should get access, through PaperCept, to previous years' authors and attendees of DSCC. The publicity chair should then send announcements and calls for papers to this list. This list should not be used for other purposes unrelated to DSCC.

5.2.7 DSCC Hotel contract

Phyllis Klasky of ASME Events Management <KlaskyP@asme.org> can be an invaluable resource in getting a hotel contract signed with favorable terms for the DSCC.

If there are N papers expected at the conference, the total room night commitment should be estimated as 2N, with the maximum number of rooms ($\sim N/2$) on the first and second nights of the conference and the others spread out to the nights before and after the conference. The room rate should be competitive with other hotels in the same area for the same time of year. Internet should be included in the room rate.

5.3 ACC

ASME-DSCD is a member of AACC (the US national member association of IFAC) which sponsors the annual ACC. See <http://a2c2.org> Appointment of GC, PC of ACC is handled by the AACC board of directors; DSCD has a Director of AACC as described in Section 3.5. ACC is held annually in the summer (usually in June) and rotates around the country from West Coast to Midwest and East Coast (although the geographic designations are approximate).

There is a DSCD Representative and Alternate to ACC as described in Section 3.5. They give a report of the ACC at the Division meetings, and coordinate with the ACC Local Arrangements Chair for the DSCD meetings at ACC (room reservations for ExComm and TC meetings, possibly a DSCC PC meeting, etc.)

5.4 AIM

The conference on Advanced Intelligent Mechatronics is technically sponsored by the IEEE Robotics and Automation Society (RAS), IEEE Industrial Electronics Society (IES), and ASME Dynamic Systems and Control Division (DSCD) The conference is also the flagship conference of the IEEE/ASME Transactions on Mechatronics. It started in 1997 and is now held annually (in the summer) and often internationally.

5.5 AVEC

The International Symposium on Advanced Vehicle Control is co-sponsored by IAVSD, I Mech E, ASME-DSCD, JSME, SICE, FISITA, and IFAC-TC on Automotive Control. It is held bi-annually in even years.

5.6 ISFA

The International Symposium on Flexible Automation (formerly the Japan-USA Symposium on Flexible Automation) is held bi-annually in even years. The conference venue originally rotated between Japan and the US but now may include other countries.

5.7 Other DSCD Co-sponsored conferences

Conferences that are interested in co-sponsorship by ASME-DSCD must have an active DSCD member as conference liaison (can be the conference general chair but need not be). A short proposal should be submitted to the Executive Committee for consideration including the following points:

- (1) Description of conference topic and how it relates to the DSCD field of interest
- (2) Publicity plan -- modes and timing, what is the plan to attract participation from the broad DSCD community

- (3) Technical program plan -- how will the submitted papers be reviewed (and by whom), how will a high technical quality of the conference program be ensured, what experience does the technical program committee have in paper selection for international conferences. How will the proceedings be published, what are the plans for copyright, distribution, etc.
- (4) Organization plan -- how will the conference logistics and finances be managed, how much experience does the organizing committee have in organizing prior conferences. Demonstrate that a high-quality event organization can be expected, so that participants will be satisfied.

If the DSCD agrees to co-sponsor the conference, the liaison will fill out the EPAT as described in Section 5.1.

5.8 Conference Editorial Board

The DSCD conference editorial board (CEB) is the conference paper review committee for DSCC and papers submitted to ACC under ASME.

Members serve for a term of 3 years, renewable for an additional term of 3 years (but not allowed to serve more than 2 terms). Every year, a third of the board will be up for renewal or nomination for new members.

New CEB members are suggested by the CEB chair, and then approved by the ExComm.

The Chair of the CEB is nominated by the nominating committee and approved by the ExComm for a 3-year term that ends after DSCC.

5.9 Student Travel Grant Coordinator

Appointed by ExComm for a variable term (typically 2-3 years)

We allocate \$25K for student travel to DSCC and \$8000 for ACC (to be administered by the student travel grant coordinator). These funds are dispersed to the students by the Student Travel Grant Coordinator. Students with accepted papers apply for the grant through PaperCept; for ACC, reimbursement is coordinated with the ACC Student Affairs Chair.

5.10 Student Travel Support Statement

The DSCD executive committee will consider student travel grant support requests, of up to \$5000, for conferences that the division has a financial interest (excluding ACC and DSCC) or the division is sponsoring (technically and/or financially) and are held overseas. Students receiving support from this grant must be presenting a paper at the conference for which travel support has been requested, be a coauthor of the paper, and must be sponsored and/or supervised by a primary member of the division, who should preferably be also a coauthor of the paper. At most 50% of the student's travel expenses can be supported by the travel grant. The individual who requests the travel grant on behalf of the conference will be responsible for administering the grant, maintaining necessary records of the distribution of the funds and providing the necessary accounting material to the division's treasurer when requested.

The DSCD executive committee will also consider requests for partial support of up to \$5000 for other scholarly activities based on availability of funds, merit of the proposal, and the number of DSCD student members impacted.

6 Journals and Other Publications

6.1 Journal of Dynamic Systems Measurement and Control

Editor is Appointed by ExComm for a term of 5 years, from Jan. 1 – Dec. 31.

Associate Editors are nominated by the Editor, and approved by the ExComm, on an as-needed basis.

6.2 IEEE/ASME Transactions on Mechatronics

The Division operates the *IEEE/ASME Transactions on Mechatronics* in collaboration with IEEE-RAS and IEEE-TIE.

There is an IEEE/ASME TMech Management Committee. This Ad-hoc committee has 2 DSCD members (plus 2 members from each of the sponsoring IEEE societies) each serving 2 years, with a term of Jan. 1 – Dec. 31. They approve the Editors and Associate Editors of the Transactions.

6.3 Webmaster

Appointed by ExComm for a 2-year term, July 1 to June 30. May have an assistant.

6.4 Newsletter Editor(s)

Appointed by ExComm for a 2-year term, July 1 to June 30

7 Honors & Awards

Information on nominations and applications can be found at http://divisions.asme.org/dscd/Honors_Awards.cfm

7.1 Rufus T. Oldenburger Medal

Prestigious Society award for lifetime achievements in automatic control, given annually at the DSCC. Winner receives \$2000, a plaque, travel expenses, and conference registration fee.

7.2 Henry M. Paynter Outstanding Investigator Award

DSCD member who has demonstrated sustained outstanding research contributions, either basic or applied. Given bi-annually in even years at the DSCC. Winner receives \$750 plus a plaque.

7.3 Michael J. Rabins Leadership Award

DSCD member who has demonstrated sustained outstanding leadership contributions to the DSCD, to ASME, and to fields of interest to the DSCD. Given bi-annually in even years at the DSCC. Winner receives \$750 plus a plaque.

7.4 Charles Stark Draper Innovative Practice Award

DSCD member for either excellent sustained contributions or for an outstanding major, singular contribution in innovative applications of dynamic systems, measurement, or control in engineering practice. Given bi-annually in even years at the DSCC. Winner receives \$750 plus a plaque.

7.5 Yasundo Takahashi Education Award

DSCD member for either excellent sustained contributions or for an outstanding major, singular contribution to education. Given bi-annually in odd years at the DSCC. Winner receives \$750 plus a plaque.

7.6 Outstanding Young Investigator Award

DSCD member who will not have reached his/her 40th birthday until after the date the award is scheduled to be presented, and who as a mechanical engineering professional, has demonstrated outstanding research contributions. Given bi-annually in odd years at the DSCC. Winner receives \$750 plus a plaque.

7.7 Rudolf Kalman Best Paper Award

For the best paper in the JDSMC. Given annually at the DSCC. Winner receives \$750 plus a plaque.

7.8 Nyquist Lecture

Not formally an Award of the Division, but rather a Lecture that is presented at the DSCC. See Section 5.2.4. Winner receives \$500, a plaque, travel expenses, and conference registration fee (from the Division operating fund, not from the Conference fund).

8 Technical Committees

Technical committee existence, dissolution, and merging is discussed in the bylaws.

The ExComm should meet with the TC Chairs annually to determine the TC goals for the year and any resources needed. Part of the ExComm meeting before the division meeting at ACC and/or DSCC could be allocated for this discussion. Each TC can request a budget of up to \$2K annually for TC activities.

DSCD currently has 5 TCs and 2 “incubating” TCs as described below.

8.1 Automotive and Transportation Systems

TC Interests include: Engine/powertrain dynamics/control, Vehicle dynamics/ control, Fault detection and diagnosis in vehicles, Sensing/actuation, and autonomous vehicles, automated highway, and intelligent transportation systems, Iternative Propulsion/Energy Storage Systems, Vehicle Active and Passive Safety Systems, Integrated Driver/Vehicle/Environment Sensing and Control.

The TC plans to start giving a Best Paper Award in 2011.

8.2 Mechatronics

TC Interests include: Embedded control systems, Sensors and Actuators, Smart materials, Medical Systems, and Micro-electrical mechanical systems (MEMS).

The TC gives Awards for the Best Paper in Mechatronics and the Best Student Paper in Mechatronics; the awards are given at DSCC (during the TC meeting, not at the banquet) but papers presented at ACC, AIM, or DSCC¹ are eligible.

8.3 Model Identification and Intelligent Systems (MIIS)

TC Interests include: Modeling, Identification, Design of Control Systems; Intelligent Systems; and Physical System Modeling and Simulation.

8.4 Robotics

TC Interests include: Design and Modeling of Robotic Systems; Control Applications in Robotics; Mobile Robots and Mobile Robot Collectives; Robot Applications; Biomimetics, Bio-mechanical, humanoid robots, human-machine interface, Assistive Robotics, Orthotics and Prosthetics, Haptics and teleoperation.

The Robotics TC has Best Paper Awards for Students and General categories; the awards are given at the TC meeting at DSCC.

8.5 Vibration and Control of Smart Structures

TC Interests include: Structural Vibration Control; Smart Structures; Sensing, Monitoring and Damage Mitigation; Isolation Systems; Dynamics and Vibration Control Education

8.6 Bio-Systems

This incubating TC has been operating within the robotics TC since (date?) and is being led by Harry Asada.

8.7 Energy Systems

This incubating TC has been operating within the Mechatronics TC since October 2009 as a sub-committee and is being led by Anna Stefanopoulou of the University of Michigan – Ann Arbor as the chair and Tuhin Das of the University of Central Florida as the secretary. The TC has approximately 25 members including Jumin Wang (OSU) and Zongxuan Sun (Minnesota).

The areas of interest include but are not limited to: (A) Mechatronics for generation, storage, conversion and efficient utilization of energy, (B) Alternate energy paradigms such as renewable, electrochemical, electromechanical, (C) Integrated hybrid energy systems (D) Distributed energy, energy networks.

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¹ possibly other conferences as well?

9 DSCD as Part of the Larger Community

9.1 Systems and Design Group of ASME

The Technical Groups are seen as a conduit from ASME to the Divisions. DSCD is one of seven Divisions that is part of the SDG. The SDG meets monthly via teleconference and face-to-face at LTC. Currently there is discussion within ASME about reorganization of the Groups. DSCD has a rep. to the SDG as noted in Section 3.5.

9.2 American Automatic Control Council

See <http://a2c2.org> The two purposes of AACC are to:

1. Represent the US as the National Member Organization of IFAC
2. Organize the American Control Conference

They also give out some awards. Current members of the AACC include AIAA, AIChE, AIST, ASCE, ASME-DSCD, IEEE-CSS, ISA, and SCS. The DSCD appoints one of the Directors of AACC as noted in Section 3.5.

10 DSCD Conflict of Interest Statement

A conflict of interest can be due to a personal or institutional association with the candidate or institution involved in the case being evaluated or voted on for Division or Society Honors/Awards. It is the responsibility of the members of the Honors Committee to notify the ExComm Chair of any possible conflicts of interest

10.1 Personal Conflicts of Interest

A person has a personal conflict of interest if he/she:

- Is a relative of the person who is being evaluated or voted on.
- Is either the former adviser or a Ph.D. student of the person who is being evaluated or voted on. The above two conflicts are life-long
- Is involved in a close collaborative research project or business venture with the person who is being evaluated or voted on. A joint publication constitutes a conflict of interest of this type. The conflict of interest ends 12 months after the end of the collaborative project or business venture, or the date of publication of the joint work.

10.2 Institutional Conflict of Interest

A person has an institutional conflict of interest if he/she:

- Is currently a member of the same institution (i.e. university campus, company) as the person being evaluated or voted on. This rule applies if the person has been associated with the institution during the last 12 months or is seeking an employment in that institution.
- Has a significant current or potential financial involvement in the institution or business under consideration.

10.3 Prevention of a Conflict of Interest

The following procedures shall be followed to prevent the occurrence or appearance of a conflict of interest in the selection process for an ASME DSCD award:

If any member of the Honors Committee has a conflict of interest with one or more candidates being evaluated/voted on, the conflicted member will be excluded from participating in the selection process for that specific award, and may be replaced by a substitute who will be assigned as follows:

1. The Honors Committee chair must inform the ExComm of the conflict. The notification should be done with sufficient time so that a suitable replacement can be found in time to complete the award selection process. The Honors Committee can proceed to vote on the subject case as long as at least five (5) un-conflicted members are available to vote.
2. Upon receiving the notification, the ExComm will determine a suitable replacement of the conflicted member(s).
3. In the event that the Honors committee chair should be excluded from voting for an award, the committee vice-chair will handle the award selection process.
4. If both the committee chair and vice-chair have conflicts, the DSCD ExComm will assign an interim chair from among the remaining committee members, who will handle the award selection process.

10.4 Unresolved Conflict of Interest

The ExComm is responsible for interpreting and dealing with any COI issues not covered here. The ExComm may seek legal advice for cases with significant COIs.

11 Revision Notes

11.1 April 20, 2011 (dmt)

Added some text about what the Advisory Committee can do

Deleted the DSCD rep. to ASME Conferences Committee; there is an SDG rep. to this committee, not a division level appt.

Deleted the DSCD Conferences Committee; we decided that this was just an extra level of bureaucracy and delay.

Removed the DSCD Rep. to ISFA. Either we should have reps to all of AIM, AVEC, ISFA, etc. or none.

Changed the DSCC Best Student Paper award to be the responsibility of the DSCC Program Chair (with possible delegation to the DSCC Student Programs Chair)

I removed the "blue text" from the DSCC section with more details about hotel contracts. If there will be a DSCC operating guide, this deleted text could go in there.

Slight revision of the ASME/IEEE TMech wording, this should be checked
Some updates to the TC descriptions based on feedback from the TC chairs.

11.2 June 13, 2011 (dmt)

Changed CA-1 form to EPAT to reflect new ASME WebTool

Added information about DSCD co-sponsorship of conferences

Updated publicity details for DSCC via PaperCept

11.3 June 29, 2011 (dmt)

Added the \$2K budget for TCs

11.4 June 27, 2012 (hp)

Student support for DSCC was increased from 15k to 25k per year. The IAB responsibilities and budget was also updated.