

CAROLINA COLLEGE OF COMMISSIONER SCIENCE COURSE CATALOG





**CAROLINA COLLEGE OF COMMISSIONER SCIENCE
CAPE FEAR COUNCIL / OCCONEECHEE COUNCIL / TUSCARORA COUNCIL
Saturday, March 11, 2023**

Attention: All Commissioners, Roundtable Staffers, Unit Scouters, and Scout Executives

For over 100 years, Commissioners have ensured that Scouting was a quality program. Commissioner College is our one day of the year to participate in advanced commissioner training. This opportunity allows you to learn the knowledge and procedures necessary to become effective in delivering Commissioner Service. It is also an enjoyable day of fun and fellowship where you can experience the excitement of successful Commissioner Service. Of course, to experience all of this you must attend!

As Commissioners, our role is unique in bringing Scouting to our young men and women. Our insignia displays the wreath of service around the Scouting fleur-de-lis, reminding us of our commission to serve the chartered organizations in the effective operation of their scouting units. The quality of Scouting delivered to our young men and women depends upon the people who wear this wreath of service.

Every Commissioner should serve to the best of his or her abilities. Commissioner College is where those abilities can be developed, nurtured, and improved. This year's curriculum is divided into the traditional degree programs of Bachelor, Masters, and Doctorate for those of you who are pursuing these courses of training. For those who do not choose the degree program, you will be able to find Continuing Education courses designed to expand your abilities to serve in a variety of capacities. New B.S.A. publications will also be reviewed.

As always, I would like to offer a special invitation to unit commissioners, and adult unit leaders, in not only Cape Fear Council, Occoneechee Council and Tuscarora Council but throughout our nation. Attend our Commissioner College so that you may learn what your commissioner can do for your unit. Training topics will be offered through the continuing education section designed with unit needs in mind.

The Deans, Faculty, Staff, and I invite you to attend our Commissioner College. It is our sincere hope that you will have an enjoyable and educational event. Remember, the mission of a Commissioner is to help units succeed. Your attendance will ensure that!

Yours in Scouting Service,

Jody J Snow

Jody Snow, Chancellor
Carolina College of Commissioner Science



2023 College of Commissioner Science

COVID-19

COVID-19 safety recommendations are ever changing as the infection rate changes. Commissioner College will be held at the North Carolina Highway Patrol Training Facility in Raleigh, NC. With that, Commissioner College will adhere the State of North Carolina, NC Highway Patrol, B.S.A. National, and Occoneechee Council recommendations for COVID-19 safety. This may include the wearing of masks while indoors, temperature checks, and any other safety recommendations.

Degree Requirements

Any interested adult can attend any Commissioners' College course (no prerequisites). However, there are prerequisites for working on a degree program within Commissioners' College. This document outlines the prerequisites for working on the following degrees:

- Bachelor of Commissioner Science Degree (BCS)
- Bachelor of Roundtable Commissioner Science Degree (BRCS)
- Master of Commissioner Science Degree (MCS)
- Doctor of Commissioner Science Degree (DCS)
- Certificate of Achievement for Post Graduate Studies (CED)

NOTE: The Doctor of Commissioner Science Degree (DCS) degree program is designed for graduates of either the Master of Commissioner Science Degree (MCS) program or the Masters of Roundtable Sciences Degree (MRCS) program.

Degree Reciprocity

The College of Commissioner Science accepts a Commissioner's course work from any Boy Scouts of America College of Commissioner Science provided that an official transcript is made available.

The College of Commissioner Science will credit courses from another Council to be applied towards a College of Commissioner Science Degree if prior approval has been obtained from the current Chancellor of the College of Commissioner Science.

Classes taken at the University of Scouting that are not listed in the B.S.A. National Curriculum will not be accepted for credit.

Degree Recognition

The College of Commissioner Science will continue to recognize degrees earned from another Boy Scouts of America College of Commissioner Science and Philmont Training Center College of Commissioner Science degrees provided that an official transcript is made available.

Award Recognition

The College of Commissioner Science will honor all Commissioner Arrowhead, Commissioner Key, Distinguished Commissioner, the Commissioner Award of Excellence in Unit Service, and the Doctor of Commissioner Science Awards.

Bachelor of Commissioner Science Degree (BCS)

Prerequisites

- Current registration as a commissioner, roundtable staff, or executive, including those recently recruited.
- Current BSA adult registration.
- Current BSA Youth Protection Certificate
- Have an interest in commissioner service.

Course Requirements: Completion of seven courses of instruction, at least five of the courses at the bachelor's program level.

Performance

- Approval of the supervising commissioner
- Approval of the supervising executive

Bachelor's Degree in Commissioner Science Program Courses

BCS 101 – Core Concepts of Commissioner Service: The position of commissioner is one of the oldest in Scouting. This course reviews and reinforces the core concepts of unit service and identifies the key skills needed for commissioners to be able to assess the units they serve.

BCS 104 – Contacting Units: At the heart of unit service are the contacts commissioners make with their units. In this course, participants examine the role of contacts between commissioners and their units.

BCS 106 – Coaching Leaders: Coaching is a strategy for developing people's skills, knowledge, and abilities while boosting confidence and performance. In this course, participants will become familiar with the new Coaching Model and how to use it to better serve units.

BCS 109 – The Essential Element (A Servant's Heart): Robert Greenleaf introduced the term "servant leadership" in an essay titled "The Servant as Leader", which was later expanded into a book. That book is a very influential management text that launched the servant leadership movement. In this course participants will learn to define the characteristics of servant leadership, understand the servant's heart, and apply these concepts to Commissioner Service.

BCS 114 – Understanding and Communicating with Today's Leaders: This session focuses on how as commissioners we can embrace the differences and similarities of generations – in particular, Generation X and Millennials – to make the scouting program stronger through better understanding, communication and building relationships.

BCS 116 – Collaborative Assessments: In this course, participants will examine and discuss the need for collaboration in assessing unit strengths and needs to develop a unit service plan and how the plan's implementation leads to continuous unit improvement. Examine the responsibilities of the unit key 3 and unit commissioner in ensuring unit needs are met. Understand how to record progress of unit goals in commissioner tools.

BCS 117 – The Commissioner & Unit Key 3's Assessment: In this course, participants examine the roles of the Unit Key 3, the role of the unit commissioner and the relationship developed through communication, collaboration and assessment.

Bachelor of Roundtable Commissioner Science Degree (BRCS)

Prerequisites

- Current registration as a commissioner, roundtable staff, or executive, including those recently recruited.
- Current BSA adult registration.
- Current BSA Youth Protection Certificate
- Have an interest in commissioner service.

Course Requirements: Completion of seven courses of instruction, at least five of the courses at the Roundtable Bachelor's program level.

Performance

- Approval of the supervising commissioner
- Approval of the supervising executive

Roundtable Bachelor's Degree in Commissioner Science Program Courses

BCS 101 – Core Concepts of Commissioner Service: The position of commissioner is one of the oldest in Scouting. This course reviews and reinforces the core concepts of unit service and identifies the key skills needed for commissioners to be able to assess the units they serve.

BCS 150 – Roundtables in Commissioner Service: An effective roundtable is vital to the success of all unit service. This course reviews and reinforces how roundtables fit into the unit service structure by providing roundtable services to the units and unit leaders.

BCS 151 – The Roundtable Commissioner Team: An effective roundtable commissioner team is vital to the success of all roundtables. The roundtable commissioner team organization is as simple as it needs to be in a small district or can be a more complex organization in a larger district. This course introduces the roundtable commissioner team structure and discusses the different jobs of the roundtable commissioner team.

BCS 152 – Planning, Implementing & Promoting Roundtables: In this course, participants will learn how to plan and implement a roundtable to best serve the units in their districts and councils. Participants will also learn how to promote roundtables to units and new leaders.

BCS 153 – Roundtable and Commissioner Tools: In this course, participants will learn how to use the Roundtable tab in Commissioner Tools as well as create PowerPivot table reports. It is recommended that participants bring a laptop or tablet that can be connected to the local Wi-Fi to access commissioner tools.

BCS 154 – Roundtable Fundamentals: Roundtable is normally the first district event that new a new leader attends. It is focused on FUN and giving new and seasoned leaders 'the will to do and the skill to do'. Roundtable is important not only for the leaders but for the youth they bring the information back to. This course extends the leaning material from Roundtable Commissioner Basic Training.

MCS 358 – Addressing Unit Challenges through Roundtable: Monthly roundtable plays a key role in unit service and in helping unit leaders address their challenges and roadblocks. A great roundtable team will deliver a quality event that encourages leaders to return each month. This course is a culmination of the college of commissioner science material directly related to the monthly roundtable. Participants will learn to recognize when units may need additional resources and discuss resources available to support unit service.

Master of Commissioner Science Degree (MCS)

Prerequisites

- Current registration as a commissioner, roundtable staff, or executive.
- Current BSA Youth Protection Certificate
- Completion of the bachelor's degree or have been awarded the Commissioners Key, Training Award: Roundtable Staff or Professional Training Award.
- Earned Arrowhead Honor (commissioner's only)

Course Requirements

Completion of seven additional courses of instruction (total of 14), at least seven of the courses at the master's program level

Performance

- Approval of the supervising commissioner.
- Approval of the supervising executive.

Master's Degree in Commissioner Science Program Courses

MCS 401 – (BCS 101) Core Concepts of Commissioner Service: The position of commissioner is one of the oldest in Scouting. This course reviews and reinforces the core concepts of unit service and identifies the key skills needed for commissioners to be able to assess the units they serve.

MCS 303 – Managing Unit Service at the District Level: Managing unit service in the district is the main responsibility of the district commissioner who is aided in this task by various assistant district commissioners. This course will familiarize the student with the modules available in Commissioner Tools so that they can enhance their ability to support the unit.

MCS 306 – Mentoring Skills: Mentoring is a long-term relationship in which one individual supports and guides the personal or professional growth and development of another. Mentoring is an essential skill of a commissioner, and this course will provide tools for commissioners to use when mentoring others. This course will also explore the similarities and subtle differences between mentoring and coaching.

MCS 309 – Good Commissioners Need both Head and Heart: In BCS-109 – The Essential Element (A Servant's Heart), you learned the concept of servant leadership. In this course, we will discuss how the servant leadership concept is carried out in service to units using both your head and your heart.

MCS 313 – Onboarding New Commissioners: In this course, participants will learn the importance of onboarding commissioners in their new position. The Onboarding process will be discussed and how it is completed.

MCS 316 – The Unit Service Plan: This course is designed to provide understanding of the various components comprising a detailed unit health assessment, identify arising problems and issues, and develop a successful unit service plan based on the outcome of a thorough, collaborative, detailed unit health assessment.

MCS 351 – Conducting a Roundtable Planning Session: An effective roundtable annual plan is vital to the success of all roundtables. Every district and council should have an annual roundtable plan. This course will discuss annual roundtable planning in your district or council.

MCS 358 – Addressing Unit Challenges through Roundtable: Monthly roundtable plays a key role in unit service and in helping unit leaders address their challenges and roadblocks. A great roundtable team will deliver a quality event that encourages leaders to return each month. This course is a culmination of the college of commissioner science material directly related to the monthly roundtable. Participants will learn to recognize when units may need additional resources and discuss resources available to support unit service.

Doctor of Commissioner Science Degree (DCS)

A doctorate is an academic degree that represents the highest level of formal study or research in a given field. Thus, we expect the DCS candidate to select a project or thesis topic that requires the candidate to draw upon the skills, experience, and knowledge that one would acquire during the 5 years of study that it takes to achieve the doctorate level. We also expect the DCS work to benefit your council and Scouting, as well as be relevant to commissioner service. The DCS program takes 2 to 3 years to complete.

Prerequisites

- Current registration as a commissioner, roundtable staff or executive.
- Current BSA Youth Protection Certificate
- Completion of the Master's degree
- Have been awarded the Commissioner's Key, training Award: Roundtable Staff, or Professional Training Award.

Course Requirements

Completion of 10 additional courses of instruction (total of 24), at least five of the courses at the doctor's program level.

Performance

- Serve on the College of Commissioner Science faculty (instructor or support staff) for at least one year.

NOTE: The DCS program is a 2 to 3-year program. During the first year of the DCS program, a candidate attends courses on how to select, develop and document one of the following: a thesis topic, a research project, or a work project. If the candidate opts for a thesis topic or a research project, then the topic can be about anything of value to Scouting in the local council, but the Dean of the DCS program and your assigned faculty adviser must approve the topic and final paper. If the candidate opts for a work project, the Council Commissioner and the Commissioner Service Staff Advisor must approve it. Each of these DCS options has a complete set of requirements and guidelines, which are handed out during the first year DCS program courses.

Doctor of Commissioner Science Knot Award

The completion of the Doctor Degree of Commissioner Science does not automatically qualify a commissioner for the award knot. All requirements below must be fulfilled to earn the award knot.

Prerequisites

- Current registration as a commissioner, roundtable staff or executive.
- Current BSA Youth Protection Certificate
- Completion of the Doctoral Degree

Performance

- Tenure: Serve as a commissioner for a minimum of 5 years. (Years need not be consecutive). This service can be in one or more roles or positions of commissioner service.
- Recruiting: Recruit or assist in the recruiting of at least three new commissioners or roundtable staff during tenure as a commissioner.
- Approval of the supervising commissioner.
- Approval of the supervising executive.

Doctoral Degree in Commissioner Science Program Courses

DCS 601 – (BCS 101) Core Concepts of Commissioner Service: The position of commissioner is one of the oldest in Scouting. This course reviews and reinforces the core concepts of unit service and identifies the key skills needed for commissioners to be able to assess the units they serve.

DCS 501 – Selecting & Limiting Scope of Your Project or Thesis Topic: This course introduces the participants to the thesis and project, discusses what constitutes a good thesis or project, and helps them select their general topic. Participants will explore various procedures to help in reducing the topic to workable size and ideas for thesis / project research.

DCS 503 – Developing Your Project or Thesis: This course covers the Project / Thesis outline and a variety of suggestions for writing and revising the report.

DCS 504 – Project / Thesis Open Workshop Forum: This Q and A open forum provides doctoral candidates an opportunity to review completed projects and theses instilling confidence that this task is attainable.

DCS 506 – Coaching Commissioners: Coaching is about relationships. It is the ability to listen, to observe, to share, to support and to engage in a way that will help others solve their own problems, grow as individuals, and attain their full potential. Coaching is the art of helping others arrive at their conclusions through their own analysis of the situation and facts. Participants will learn the principles of effective coaching.

DCS 516 – Succeeding with the Unit Service Plan and the District: The Unit Service Plan is the roadmap to unit success. With appropriate guidance the commissioner staff can provide significant unit assistance. Participants will be exposed to the Unit Service Plan from the district point of view, discover the sources of detailed unit performance information, understand the relationship of the district committee and unit success, and discover methods to confirm unit performance over time.

DCS 600 – Thesis or Project Presentations: During this time second or third year Doctorate students will be presenting their final presentations to earn their Doctorate Degree.

Certificate of Achievement for Post Graduate Studies

This certificate may be earned as often as a participant desires (whether or not they have completed the doctor's degree).

Prerequisites

- Completion of the Master's degree
- Current registration as a commissioner, roundtable staff, or executive.

Course Requirements

Completion of any seven additional courses of instruction at the Master's, Doctorate or Continuing Education courses.

Performance

- Approval of the supervising commissioner.
- Approval of the supervising executive.

Continuing Education (CED)

Continuing Education and Postgraduate Courses

CED 701 – Combatting Commissioner Stress and Burnout: We have all had our moments when we ask ourselves, “Why are we involved in Scouting?” This session is designed to examine indicators of stress, how stress affects those around us, and how we might overcome these negative manifestations.

CED 707 – Becoming a Thesis Project Advisor: Prepares a person, preferably a Doctor of Commissioner Science, to become a thesis/project advisor. Provides specific procedures and techniques to make the task easier. Helps provide common standards for the acceptance of a DCS thesis or project.

CED 712 – Friendstorming: How do you find new volunteers for the district? In this course, you will review the steps to recruit district volunteers and learn to use Friendstorming as a method to build a strong prospect list.

CED 719 – The Art of Listening: Stephen Covey said, “Seek first to understand, then to be understood”. In this course, participants will learn the skills of being an effective listener, which is important to build relationships and solve problems.

CED 720 –Valuing Diversity: The purpose of this course is to increase knowledge and general understanding of diversity issues without making value judgments or calling into question peoples’ religious, cultural or political beliefs and affiliations as well as physical and cognitive skills, health issues and life experiences.

CED 728 – Risk Management: Risk Management is generally how to prevent accidents from happening. This course will highlight risks and how to manage risk situations as they arise, as well as reporting requirements.

CED 729 – Group Problem Solving Exercises/ Scouting Scenario’s: How to manage different situations that may come up in Units and more. Plus, sharing experiences.

CED 801 – (BCS 101) Core Concepts of Commissioner Service: The position of commissioner is one of the oldest in Scouting. This course reviews and reinforces the core concepts of unit service and identifies the key skills needed for commissioners to be able to assess the units they serve.

CED 844 – Using the Commissioner Toolbox and My.Scouting tools: What tools should you have to help Units Succeed? This is a hands-on Q & A, where the content covered will be guided by class requests. This is a great opportunity to discuss experiences and/or problems, get answers, and share helpful tips.

CED 860 – Adult Recognition: As every Scout deserves a trained leader, every adult leader deserves to be recognized for their achievements in their position. This course will provide a general overview of the different recognition that can be given to our adult leaders.

CED 861– First Year Scout Retention: Participants of this course will become familiar with why youth leave Scouting after the first year and tips to keep youth in the program.

CED 863 – Special Needs Scouting: Participants of this course will become familiar with the resources available for special needs youth and simple tips for leaders to make sure the Scouts get the most out of the program.

CED 872 – Understanding the Role of the Chartered Organization Representative: The COR is the direct contact between the unit and the chartered organization and between the chartered organization and the district and council. Participants will examine the COR responsibilities and how the commissioner can support the COR.

****Disclaimer:*

Classes may be cancelled “day of” due to emergencies or no course sign ups. These are things beyond our control. In the event your course is cancelled see Jody Snow or Debra Hall to choose a different course. Your patience is appreciated.