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# 2020 West Tennessee Area Council College of Commissioner Science Catalog



College of Commissioner Science!

Unit Service  
&  
Continuing Education Training  
for  
Unit Commissioners, Roundtable Commissioners,  
Asst. District Commissioners, District Commissioners,  
Assistant Council Commissioners, Council Commissioners

**April 4<sup>th</sup>, 2020**

8:00am – 4:00pm

Northside Church

2571 N Highland Ave, Jackson, TN 38305

**We Hope You Can Join Us!**

## Welcome!!

To the 2020 session of the West Tennessee Area Council, College of Commissioner Science.

This College of Commissioner Science is unit service training designed to educate all commissioners, roundtable staff, District or Council committee members, and professional Scouters. Its purpose is to provide high-quality continuing education for unit service volunteers and professionals so that the units they serve have a successful, quality program.

Here are some of the highlights for this year's college:

- The Keynote Speaker: Ellie Morrison *National Commissioner*
- Each degree program follows the BSA's 2018 revised curricula and requirements that culminate in the Doctorate of Commissioner Science Award.
- The Bachelors Program faculty have all earned a Bachelors Degree or above.
- The Masters Program faculty have all earned a Masters Degree or above.
- The Doctorate Candidacy Program faculty are all Doctorates in Commissioner Science.
- Visitor Lead: Silver Buffalo Recipient, A.J. Jackson D.C.S., Middle Tennessee Council.
- Registration for participants and faculty/staff can be accomplished either on-line at [www.WTACBSA.org](http://www.WTACBSA.org) or register at WTAC's Council office.

This catalog contains all the fees, College Staff, degree pre-requisites, reciprocity, course descriptions, a preliminary schedule, and an application for enrollment in the 2020 West Tennessee Area Council College of Commissioner Science.

Please read through the enclosed material and complete your application and submit it along with your registration fee no later than March 15, 2020 to avoid paying a late fee.

We look forward to seeing you at Northside United Methodist Church  
2571 N Highland Ave, Jackson, TN 38305

**April 4<sup>th</sup>, 2020**

Yours in Commissioner Service,

Charles Byrd

Charles Byrd, Council Commissioner WTAC

Sandy Jones

Sandy Jones, ACC College Dean

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**COLLEGE ORGANIZATION**

Commissioner College is a standard four-year curriculum in unit service training for commissioners and roundtable commissioner staff.

There are three-degree program levels:

- Bachelor: First-year participants.
  - o 2 paths: Administrative Commissioner Courses or Roundtable Commissioner Courses
- Masters: Second-year participants.
  - o 2 paths: Administrative Commissioner Courses or Roundtable Commissioner Courses
- Doctorate: Third and fourth-year participants. The third-year is the candidate for doctorate degree program.

Switching track options during the four-year curriculum is permitted for Unit Commissioners and Roundtable Commissioners, however those switching to either the administrative track or the roundtable track option must begin at the bachelor degree level. Since the 2018 standardized changes in the College Curriculum, there are no longer courses leading to a Doctorate in Roundtable Commissioner Science.

The Commissioner College program was recently (2018) standardized by the BSA and the requirements for each degree have been revised. The BSA also offers a Doctorate of Commissioner Science Award. To assist participants in tracking their progress in attaining this award, a progress record form will be available to all participants that need one.

For the purpose of this College, the Doctorate Degree and the Doctorate of Commissioner Science award are one in the same. The award has additional requirements that must be met in addition to the course work (see pre-requisite requirements on pages 5 through 9). **These additional requirements must be met before the Doctorate Degree can be awarded and only at a College of Commissioner Science.**

### ADMINISTRATIVE INFORMATION

#### FEE SCHEDULE

The registration fee covers the cost of food, class materials, and graduation materials. Tuition for the College is as follows (if paid by March 15, 2020):

**Degree Program participants - \$25.00**

**Faculty and Staff** (not enrolled in a degree program) - **\$10.00**

**Add \$5.00 for registration fee paid after March 15, 2020 and walk-on registration at the College.**

Walk-on registration is strongly discouraged. We ask that you pre-register so that we will have adequate food and materials for everyone at the College. However, Walk-on registrants that expect to enter any Degree Program and earn a Degree must be prepared to provide and satisfy the Degree Pre-requisites for the Degree for which they enroll.

**Note:** Participants are responsible for attending this College prepared with a hard copy of all the current manuals or bringing a laptop with the manuals loaded on the hard-drive. The current manuals are no longer in print and can be downloaded by clicking on the following link (also detailed on Page19): <http://www.scouting.org/scoutsource/Commissioners/Manuals.aspx>

If you will be completing your Doctorate of Commissioner Science degree at this year's college, you will need to submit your doctoral thesis or project for review by the Thesis/Project Review Committee **no later than March 15, 2020**. Please submit it to: A. J. Jackson, DCS Chairman of the Thesis/Project Review Committee: [ajbsatn@usa.com](mailto:ajbsatn@usa.com)

#### COLLEGE STAFF

College Dean, Sandy Jones MCS

Registrar, Susan Gall

Dean of the Bachelor Program, Misty Croom

Dean of the Bachelor Roundtable Prog., TBA

Dean of the Masters Program, Rodney Todd MCS

Dean of the Masters Roundtable Program, Rick Schnell, MCS

Dean of the Doctorate Candidacy Program, A.J. Jackson, DCS

Chairman of the Thesis/Project Review Committee, A.J. Jackson, DCS

Keynote Speaker, Ellie Morrison, National Commissioner

Council Commissioner, Charles Byrd, MCS

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**DEGREE PRE-REQUISITES (Revised 1/15/2019)**

The Prerequisites, Course Requirements and Performance criteria are listed for each of the three degrees. Since a Thesis or Project is required for the Doctorate Degree, the thesis or project criteria are provided after the Doctorate Degree requirements.

NOTE: A person may participate in the college training without having the prerequisites, but no degree will be awarded until all of the requirements are met. It is up to the student commissioner to notify the Dean of the College with the necessary proof of completion to be credited with the appropriate degree.

**I. Bachelor of Commissioner Science Degree (BCS)**

Prerequisites:

- A. Current registration as a commissioner
- B. Current BSA Youth Protection Training certificate
- C. Complete Commissioner Orientation (*Commissioner Fieldbook*, Page 8)
- D. Complete Commissioner Basic Training

Requirements:

- A. Complete a minimum of (7) courses of instruction at least five (5) of the courses at the Bachelor program level.

Performance:

- A. Approval of Council Commissioner or Assistant Council Commissioner
- B. Approval of Scout Executive or Council Staff Advisor for Commissioner Service

**II. Bachelor of Roundtable Commissioner Science Degree (BCS)**

Prerequisites:

- A. Current registration as a Roundtable Commissioner
- B. Current BSA Youth Protection Training certificate
- C. Complete Roundtable Commissioner Basic Training

Requirements:

- A. Complete seven (7) courses of instruction at least five (5) of the courses at the Roundtable Bachelor program level.

Performance:

- A. Approval of Council Commissioner or Assistant Council Commissioner
- B. Approval of Scout Executive or Council Staff Advisor for Commissioner Service

**III. Master of Commissioner Science Degree (MCS)**

Prerequisites:

- A. Current registration as a Commissioner
- B. Current BSA Youth Protection Training Certificate
- C. Complete an approved Bachelors of Commissioner Science Degree
- D. The Commissioner Arrowhead Honor

Requirements:

- A. Complete a minimum of (7) additional courses of instruction (a total of 14) with at least (7) of the courses at the Master's program level training.

Performance:

- A. Approval of Council Commissioner or Assistant Council Commissioner
- B. Approval of Scout Executive or Council Staff Advisor for Commissioner Service

**IV. Masters of Roundtable Commissioner Science Degree (MCS)**

## Prerequisites:

- E. Current registration as a Commissioner
- F. Current BSA Youth Protection Training Certificate
- G. Complete an approved Bachelors of Roundtable Commissioner Science Degree
- H. The Commissioner Arrowhead Honor

## Requirements:

Complete a minimum of (7) additional courses of instruction (a total of 14) with at least (7) of the courses at the Master's program level training.

## Performance:

- C. Approval of Council Commissioner or Assistant Council Commissioner
- D. Approval of Scout Executive or Council Staff Advisor for Commissioner Service

**V. Candidate for the Doctorate of Commissioner Science**

## Prerequisites:

- A. Current registration as a Commissioner
- B. Current BSA Youth Protection Training Certificate
- C. Completion of an approved Masters of Commissioner Science Degree
- D. The Commissioner's Key

**VI. Doctorate of Commissioner Science Degree (DCS)**

## Prerequisites:

- A. Current registration as a Commissioner
- B. Current BSA Youth Protection Training Certificate
- C. Completion of an approved Masters of Commissioner Science Degree
- D. Awarded the Commissioner's Key

## Requirements:

- A. Complete a minimum of ten (10) additional courses of instruction not used to qualify for other college awards (total 24), at least (5) of the courses at the Doctorate Candidacy level training.
- B. (10 of the 24) courses may not have previously been counted toward other college degrees
- C. Classes taught will count toward fulfillment of this requirement, but only once for each course taught.

**VII. Doctorate Thesis or Project:**

- A. Completion of a thesis or project on any topic of value to Commissioner Service in the West Tennessee Area Council.
  - B. The topic and final paper or project must be approved by the Council Commissioner, or assigned Assistant Council Commissioner, and the Dean of the doctorate program, Thesis/Project Review Committee and the staff advisor for commissioner service.
  - C. The thesis may not be started until completion of the Masters Degree and approval of the Thesis/Project Review Committee.
  - D. The thesis outline must be submitted for review in an approved format.
- Performance:
- A. Serve on the College of Commissioner Science faculty (instructor or support staff) and work with training support for commissioners for at least one year
  - B. Approval of the Dean of the College, or Staff Adviser for Commissioner Service
  - C. Approval of Council Commissioner or Assistant Council Commissioner.
  - D. Approval of Scout Executive or Council Staff Advisor for Commissioner Service.

**Doctorate Review Committee**

The West Tennessee Area Council College of Commissioner Science has formed a committee to review, preapprove the Thesis or Project topic, review and approve the final report. The purpose of this committee is to use a group rather than one person to determine the legitimacy of the project or thesis.

**The Thesis or Project Requirement**

One of the requirements to earn the Doctorate of Commissioner Science Degree is for the candidate to prepare a thesis or complete a project related to Commissioner Service. More information is provided in DCS courses 501-504.

**Topic Approval**

The topic for the thesis or project should be related to commissioner service and it should benefit the local Council. It must be preapproved by the Doctoral Review Committee, or other designated staff prior to starting the work. Follow the directions provided by the College for submitting the proposal. At minimum, the proposal should contain your name, and current commissioner position, a brief description of the purpose of the topic and why it was selected, and a proposed work outline to complete the final report. Please see Thesis/Project Submission Guidelines.

**Timeline to complete a Thesis or Project**

The candidate has an unlimited amount of time to complete their work. However, effort should be made to complete the work and final report within 12 months from the date of preapproval.

**Thesis**

The intent of the thesis is to improve some aspect of Commissioner Service. It is a concept, idea, and a theory. Your thesis is the basis for the work and the result of your research. Your thesis is the instructional manual and outline of the concept.

## **Project**

The project is a task or planned program related to Commissioner Service that requires a significant amount of time, effort and planning to complete. It is an event, activity, or administrative change in a scope and size as approved by your Doctoral Review Committee.

It needs to be related to commissioner service and not a program event such as conducting a camporee. There is no requirement for a minimum number of hours necessary to carry out a project, but it should be significant enough to make an impact.

Some sample projects are:

- The development of processes and procedures for better tracking of commissioner to unit leader contacts or performance
- Creating a computer-based college library for thesis archival
- Developing and carrying out an approved recruiting plan
- Planning and conducting a Commissioner Conference

## **Report Structure for Thesis or Project**

The structure of either report is determined by the Doctorate Review Committee. This structure would include font style and size, margins, and spacing. The total length of either report should be about twenty double-spaced pages.

The final report for either the Thesis or Project should be comprehensive, clear and concise. It should leave an independent reader no doubt as to the topic, data research and conclusions. The work needs to show the degree of quality and professionalism that when posted on the council website, the information may be used by others to further the commissioner service in another district, council or region.

## **Thesis or Project Report Format**

Either document should outline the main topic, the scope of which is a direct benefit commissioner service (at a district, council, or national level).

### **Thesis elements**

1. Title Page
2. Executive Summary or Abstract (optional)
3. Table of Contents
4. Introduction
5. Body of Report:
  - About 20 doubles spaced pages
  - Supporting materials
    - (charts, pictures or tables)
6. Conclusion or recommendations
7. Appendix (if needed)
8. Bibliography
9. Index (optional)

### **Project Report depending on its purpose**

1. Title Page
2. Explanation of project's worth
3. Table of Contents
4. Project description and purpose
5. Project evaluation
6. Recommendations or conclusions
7. Appendices as required

## **Submission and final approval of report**

This set of documents is to be submitted to the Doctorate Review Committee or designated staff for final approval in a format as directed. This could be in print or digital format. The printed or electronic copy of the thesis/project will be placed in the College's document library and made available to all commissioners as a reference for future use.



## **RECIPROCITY GUIDE (Revised 1/15/2019)**

Course credits and/or degrees may be earned from other commissioner colleges, provided certain criteria are met. Suggested course and degree reciprocity guidelines with other sponsored colleges are provided below.

### **Outside Course Work**

The West Tennessee Area Council College of Commissioner Science will credit courses from another Council to be applied towards a West Tennessee Area Council College of Commissioner Science degree if prior approval has been obtained from the current West Tennessee Area Council College Chancellor, Dean of the College of Commissioner Science, the Council Commissioner, Staff Advisor to Commissioner Service, or the Scout Executive. *Classes taken at a University of Scouting that are not listed in the BSA National Curriculum do not transfer or count toward a degree requirement.*

The college will honor commissioners' courses taken at the Philmont Training Center. Credit for a degree may be given if other requirements and pre-requisites are met.

### **Degrees Earned out of Council**

The West Tennessee Area Council College of Commissioner Science will honor bachelor's and master's degrees and awards from other councils, if the following conditions are met for the particular degree as below provided. Proof of the degree and/or award should be presented to the college for verification. The West Tennessee Area Council will honor degrees earned outside of the Council if the following conditions are met:

#### **I. Bachelor of Commissioner Science Degree**

Credit for a Bachelors of Commissioner Science Degree earned in a commissioner college of another Council will be granted by the West Tennessee Area Council if:

- A. The degree was earned in the last five (5) years.
- B. The commissioner has been an active commissioner since earning the degree.
- C. The college required a minimum of seven (7) courses for the degree, with five (5) from the bachelor's level.
- D. The college courses applied toward the degree are equivalent courses to the courses offered on the Commissioner Training page of the National BSA Website. Classes/courses taken at university of scouting do not count toward any degree.

If the Commissioner attended a one-week commissioner course at the Philmont Training Center within the immediate past three (3) years should be counted in lieu of the listed courses, credit for a Bachelor Degree **may** be given if all other requirements are met.

#### **II. Master of Commissioner Science Degree**

Credit for a Masters of Commissioner Science Degree earned in a commissioner's college of another Council will be granted by the West Tennessee Area Council if:

- A. The degree was earned in the last five (5) years.
- B. The commissioner has been an active Commissioner since earning the degree.
- C. The college required a minimum of seven (7) advanced courses for the degree above the bachelor's level program.
- D. The college courses applied toward the degree are equivalent courses to the courses offered in the Commissioner Training page of the National BSA Website. Classes taken at a university of scouting do not count toward any degree.

If the Commissioner attended a one-week commissioner course at the Philmont Training Center within the immediate past three (3) years should be counted in lieu of the listed courses, credit for a Master's Degree ***may*** be given if all other requirements are met.

### III. Doctorate of Commissioner Science Degree

- A. Credit for completed courses or a thesis toward a doctorate degree will be given upon approval by the current West Tennessee Area Council College Chancellor, Dean of the College of Commissioner Science, the Council Commissioner, Staff Advisor to Commissioner Service, or the Scout Executive. However, credit for courses or a thesis outside of the West Tennessee Area Council will only be given if:
  - a. The candidate has been an active commissioner since completing the course work and/or thesis.
  - b. The candidate has been registered as a commissioner and been active in West Tennessee Area Council for at least one (1) year.
  - c. A candidate has participated in (faculty or staff) at least one (1) West Tennessee Council College of Commissioner Science.
  
- A. **NOTE:** The West Tennessee Area Council College of Commissioner Science will honor the following awards earned in another Council:
  - a. The Commissioner Arrowhead
  - b. The Commissioner Key
  - c. Doctorate of Commissioner Science Degree and Knot.

Any requirement or reciprocity issues not addressed by this document may be resolved by contacting the College Chancellor, Dean of the College of Commissioner Science, the Council Commissioner, or the Staff Advisor to Commissioner Service of the West Tennessee Area Council.

**NOTE:** Bachelor, Roundtable and Masters Degrees are normally conferred during graduation at the College of Commissioner Science. However, if a degree is completed in the interim or a pre-requisite is satisfied, the degree may be given to the District Commissioner to be awarded at a Commissioners Meeting or to the Council Commissioner/Assistant Council Commissioner to be awarded to the Commissioner. **A Doctorate will only be conferred at the College of Commissioner Science.**

Anyone that has not fulfilled the prerequisites required of a Degree at any level, may take any additional courses, but cannot receive the degree until the prerequisites have been satisfied. The exception being the requirement "Current registration as a Commissioner." **Only currently registered commissioners can receive a Degree at any level.**

## CURRICULUM DESCRIPTION

### Bachelors Program

#### **BCS 101 - Core Concepts of Commissioner Service**

The position of commissioner is one of the oldest in Scouting. This course reviews and reinforces the commissioner core concepts and identifies the key skills needed for commissioner to be able to assess the units they serve. At the end of this training a commissioner will be able to:

- Define & Identify the role and types of commissioners.
- Describe the five Commissioner focus areas.
- State the key skills needed to be a good commissioner.
- Apply this new knowledge and understanding for exceptional unit service.

#### **BCS 102 - Supporting Timely Charter Renewal**

Chartered organizations must submit an application to Council annually to renew its charter. This fosters a formal, timely plan for regular dialogue between the chartered organization and BSA, and assures membership is current so Scouts can participate in Scouting activities and advance in rank. Commissioners support the timely, error-free completion of the renewal. At the end of this training a commissioner will be able to:

- Understand the process of charter renewal.
- Identify the roles of the commissioner, charter partner, and unit leaders.
- Understand the consequences of failure.

#### **BCS 103 - Linking District Resources**

Although commissioners are viewed as very knowledgeable and capable individuals, a key part of their job is to actually point a unit in the direction of the actual process owner for the topic in question. Many of those topics have a process owner on the local District Committee who has ready access to further resources and wisdom. At the end of this training a commissioner will be able to:

- Explain typical District structure and the functions of the District.
- Know how to use the resources of the District to better support the units they serve.
- Utilize the Unit Service Plan when assessing the unit needs by identifying District resources.

#### **BCS 104 - Contacting Units**

This course examines the role of contacts between commissioners and their units. At the end of this training a commissioner will be able to:

- Describe how the concept of commissioner service is demonstrated in frequent unit contacts.
- Identify ways to demonstrate good commissioner service as we serve as a coach/mentor and representative of the BSA.
- Explain the importance of using Commissioner Tools to record and manage unit contacts.

#### **BCS 105 - Resolving Common Unit Issues**

The unit commissioner's goal in supporting a unit is to discover strengths and needs, and to help the unit improve. Some issues are common and can be resolved readily. At the end of this training a commissioner will be able to:

- Use the Detailed Assessment to identify unit strengths and needs.
- Understand early warning signals of unit issues.
- Identify focus areas for observing specific unit needs during regular contacts.

### **Bachelors Program Cont...**

#### **BCS 106 - Coaching Leaders**

In this course a commissioner will become familiar with the new Coaching Model and how to use it to better serve their units. At the end of this training a commissioner will be able to:

- Recognize the importance of coaching.
- Employ coaching methods to address.
- Evaluate options for resolution.

#### **BCS 114 - Recruiting Unit Commissioners**

We, as commissioners, need to understand the differences in relating to generations involved in scouting and inclusiveness. As commissioners we can embrace the differences and similarities to make the scouting program stronger. At the end of this training a commissioner will be able to:

- Identify the characteristics of generations within scouting's leaders.
- Understand the differences in relating to Generations involved in Scouting.
- Embrace the differences and similarities to make the scouting program stronger.

## **Bachelors Roundtable Program**

### **BCS 150 - Roundtables in Commissioner Service**

An effective roundtable is vital to the success of all commissioner service. This course reviews and reinforces how roundtables fit into the commissioner service structure by providing roundtable services to unit leaders. At the end of this training a commissioner will be able to:

- Describe how the position of roundtable commissioner/Team fits into the BSA commissioner service structure
- Define the purpose of roundtable and its importance in supporting district and council operations
- List the functions of the roundtable in providing service and supplemental training to 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 and can be a more complex organization in a larger district. It is important that all members of the commissioner roundtable team understand the unique position of roundtable in the Scouting world. Roundtable provides a different method of unit service, but it is just as important. Roundtable also supplements unit commissioner efforts by the program support it provides. At the end of this training a commissioner will be able to:

- Identify the purpose of roundtables
- Describe the positions of a roundtable commissioner team and their duties
- Understand the leadership roles of roundtable commissioner team

### **BCS 152 - The Year-Round Roundtable Planning Process & Promotion**

Commissioners will be learning how to plan a year roundtable program to best serve the units in their districts. They will also discuss how to promote Roundtables to the units they serve. At the end of this training a commissioner will be able to:

- Explain the Roundtable planning process and how to create an annual plan
- Discuss how to utilize the roundtable planning guides as a planning tool
- Understand the importance of a well-planned roundtable in providing unit service to the district
- Understand methods for promoting roundtables

### **BCS 153 - Roundtables and Commissioner Tools**

Commissioners will learn how to use the roundtable tab on Commissioner Tools. They will also learn to create power pivot table reports. For a participant to be fully engaged in the course they need to have a computer to be able to access Commissioner Tools. At the end of this training a commissioner will be able to:

- Understand the information available within Commissioner Tools
- Understand the Reports available from Commissioner Tools
- Describe how to identify information to improve unit service

## **Bachelors Roundtable Program Cont....**

### **BCS 154 - Cub Scout Roundtables**

Cub Scout Roundtables are normally the first district event that new leaders attend. Focused on FUN and giving new and seasoned leaders “the will to do, and the skill to do” is important not only for the leaders but for the youth they bring the information back to. This course extends the learning material from Roundtable Basic. At the end of this training a commissioner will be able to:

- Explain the elements of a Cub Scout roundtable
- Discuss how to utilize the program information in the Cub Scout Roundtable Planning Guide
- Understand how to provide Cub Scout leaders with the Skill to do and the Will to do

### **BCS 155 - Boy Scout Roundtables**

Boy Scout Roundtables provide Scout leaders with the resources they need to provide a better program in their unit. However, it becomes very easy to forget that roundtable is not just a place to visit friends in other units and rehash war stories of the good ole days. It is also important for everyone to remember the youth that run the unit and that the information gets back to the unit. The Boy Scout Roundtable should always be working with new and experienced unit leaders to help provide “the will to do, and the skill to do.” At the end of this training a commissioner will be able to:

- Explain the elements of a Boy Scout roundtable as part of the district roundtable
- Discuss how to utilize the program information in the Boy Scout Roundtable Planning Guide
- Understand how to provide

### **BCS 156 - Recruiting, Training and Recognizing the Roundtable Team**

Properly recruiting, training and recognizing the roundtable team is vital to the success of all roundtables. One of the duties in the role as the district commissioner is to recruit, train, guide, and evaluate the required commissioner personnel of the district. District commissioners take ownership of the district team of commissioners to ensure that all units are well cared for throughout the year. The assistant district commissioner for roundtable also assists in recruiting the roundtable team and the program-specific roundtable commissioners assist with recruiting the assistant roundtable commissioners for their team. We will also provide an Overview of an Effective Training Program for the roundtable team and an Overview of the Importance of Recognizing the roundtable team at the end of this training a commissioner will be able to:

- Explain the steps in the recruiting process.
- Discuss the elements of an effective training program for roundtable team members.
- Understand the importance of recognizing all the roundtable team members.

## **Masters Program**

### **MCS 302 - Managing Unit Service at the District Level**

In this course, we will review how commissioner tools can assist commissioners working at the district level understand how their units and commissioners are performing. At the end of this training a commissioner will be able to:

- Understand the variety of information available through C Commissioner Tools.
- Review the functions and various reports offered within Commissioner Tools.
- Emphasize analyzing key data and information to identify under-performing units and commissioners.

### **MCS 304 - Commissioner Service for Units at Risk**

In this course indicators of units at risk, approaches for investigating units reported to be at risk and resolving the issues that have put the unit at risk are discussed. At the end of this training a commissioner will be able to:

- Identify the symptoms of a unit at risk.
- Determine possible causes of the problem.
- Describe approaches to solve the problem.
- Use Commissioner tools to clearly report to the ADC/DC unit problems and needs.

### **MCS 305 - Resolving Critical Unit Issues**

In this course you will practice and discuss making a detailed assessment and unit service plan for units with different issues. This course is scenario and discussion driven. We will:

- Discuss the role of Commissioner Tools in working through critical unit issues.
- Provide practical experience in solving various issues through role play and discussion of scenarios of units with critical issues.
- Demonstrate how to prepare a detailed assessment and unit service plan.

### **MCS 306 – Mentoring Skills**

A mentor is an experienced Scout or adult leader who becomes a trusted guide and counselor of a less experienced individual. This trusting and caring relationship normally extends beyond Scouting skills into values, beliefs, and feelings. Adults often mentor youth in the program, but for purposes of this discussion we will consider mentoring as a leadership skill required of adults when dealing with adults. The course will discuss the new mentoring model, differences of coaching and mentoring and how it applies to commissioner service. At the end of this training a commissioner will be able to:

- Recognize the role of a mentor.
- Understand mentoring methods.
- Discuss building the mentoring relationship.

### **MCS 312 - Recruiting A Commissioner Team**

Effective recruiting is vision-based. Your success will be greater if you have a vision for your term of service that guides you. The course objectives are to:

- Understand the recruiting vision and Review the 5 Ps of recruiting.
- Review the various commissioner roles.
- Explain the Skill, Thrill, and Kill of recruiting and know the when, where and why of recruiting.

## **Masters Program Cont....**

### **MCS 314 – The Commissioner and the Professional**

In this course, learn more about the relationship between the commissioner and the professional. How can they work closely together to reach a common goal of providing quality service to units? What can the professional do to help the volunteer accomplish their goals and what can the commissioners do to help the professional accomplish their goals and fulfil their critical achievements?

The learning objectives are to:

- Understand the common origins of the commissioners and professionals, and their current roles.
- Discuss elements of a positive and productive relationship.
- Discover opportunities to work together to support unit success including “Tricks of the Trade.”
- Discuss “Volunteer-driven and professionally guided.”

### **MCS 316 – Developing a Unit Service Plan**

This course interacts with BCS 116, *Collaborative Assessments*, and is also linked to MCS 304, *Commissioner Service for Units At-Risk*. In addition, this course complements DCS 516, *Succeeding with the Unit Service Plan*. The 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. At the end of this training a commissioner will be able to:

- Understand the role and involvement of the district operating committee in supplying specialized resources to support unit needs
- Possess insight and awareness necessary to evaluate unit functions and identify the best available resources to assist with unit needs
- Identify critical elements in collaborative detailed unit health assessments to improve unit performance and formulate a successful unit service plan



## Masters Roundtable Program

### **MCS 350 - Unit and Roundtable Commissioners Working Together**

This course will provide an opportunity to see how all the members of the commissioner corps in a district help units identify and resolve their problems.

At the end of this training a commissioner will be able to:

- Understand how commissioners work together by using the 5 goals of Unit Service.
- Summarize the role unit commissioners play at roundtables.
- Recognize the unique roll roundtable has in identifying unit needs.

### **MCS 351 - How to Conduct the Annual 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. At the end of this training a commissioner will be able to:

- Identify key components in a district and council roundtable year.
- Explain the need to change or alter plans to address problems identified by a unit.
- Apply resources such as the roundtable guides and council and district calendars to populate components of each roundtable meeting.

### **MCS 352 - Roundtable Is Over – Now What??**

The course will discuss the concept that roundtable isn't over when the last chair is put away. There are things that need to be completed to help get ready for the next roundtable. There are also items that need to be acted on, to help units with their problems. Letting them go until later often means they don't get done at all.

At the end of this training a commissioner will be able to:

- Summarize the steps in the evaluation process.
- Explain the importance of collecting feedback.
- Apply collected feedback to adjust plans for future roundtables.
- Model the evaluation process for units, so units may use feedback for their planning and activities.

### **MCS 353 - The Cub Scout Breakout**

This course will provide an understanding of the need to have specific cub scout interest topics and materials to address the unique problems and challenges that cub scout leaders have implementing their program. At the end of this training a commissioner will be able to:

Develop a plan to help units solve their problems using program specific interest topics and resources.

- Model the cub scout to look and feel like a pack meeting.
- Employ breakout sessions to focus on the needs of leaders in unique positions.
- Apply unit service resources to help pack leaders solve their own problems.

### **MCS 354 - The Boy Scout Breakout**

The boy scout breakout session focuses on the needs of troop leaders and helps them solve their problems. The scout breakout session should help adult leaders learn scout skills as needed to help their youth leaders plan and run the troop program. At the end of this training a commissioner will be able to:

- Plan and Deliver roundtables that unit leaders will want to attend
- Employ local and national resources to help adult leaders pass along skills and information to their youth leaders
- Apply unit service and program resources to help troop leaders solve their own problems

### **Masters Roundtable Program Cont....**

#### **MCS 357 - Managing Long Distance Roundtables**

This course will provide an understanding of the current resources available to enhance long distance roundtables. At the end of this training a commissioner will be able to:

- Identify situations where long-distance roundtables may be appropriate.
- Discuss alternate delivery methods for roundtable.
- Understand the importance of interactive support during roundtables

#### **MCS 358 - Roundtables and Solving Unit Problems**

District roundtables have a unique position to help units and unit leaders solve their problems. A great roundtable team will deliver a quality event that encourages leaders to return each month. At the end of this training a commissioner will be able to:

- Recognize when units may need additional resources.
- Discuss resources that are available to support unit service.
- Understand how to help units resolve their own problems.

## **Doctorate Candidacy Program**

Completion of DCS classes affords commissioners a foundation from which they will have the ability to pursue their Doctorate in Commissioner Science. Upon completion of an approved project or thesis that is of value to commissioner service, a council may award the Doctorate.

### **DCS 501 - Selecting Your Project/Thesis Topic**

This session assists doctoral candidates in selecting their project/thesis concept.

- Identify what constitutes a good topic or focus area
- Distinguish between a project and thesis
- Describe DCS Degree and Knot requirements 2

### **DCS 502 - Limiting the Scope of Your Project/Thesis Topic**

Doctoral candidates explore various procedures to reduce their topic to a workable size. A suggested approval process will also be shared

- Select a specific project/thesis topic 2
- Complete **Specific Measurable Attainable Relevant Timely** analysis for a selected topic

### **DCS 503 - Developing Your Project or Thesis**

This session covers the project/thesis outline and a variety of suggestions for writing and revising the report. At the end of this training a commissioner will be able to:

- Identify the main parts of a thesis/project report.
- Develop a first draft outline
- Identify methods of gathering information
- Give examples of common writing errors to be avoided when writing the project report or thesis

### **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. At the end of this training a commissioner will be able to:

- Describe challenges and solutions that Doctors of Commissioner Science may have faced.
- Evaluate other possible topics for project/thesis
- Discover possible solutions to concerns during Q & A period

### **DCS 506 - Coaching for Administrative 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. The Learning Objectives are:

- Understand the principles of effective coaching
- Discuss the fundamental elements of coaching for and by administrative Commissioners
- Examine coaching's role in building strong relationships within the Commissioner team

## **Doctorate Candidacy Program Cont....**

### **DCS 514 - Building Meaningful Relationships**

Commissioner service is all about relationships. This session suggests ways in which commissioners may go about building and maintaining positive relationships with those they serve. It also discusses possible pitfalls that can undermine relationships. The Learning Objectives are:

- Develop a top ten list that people seek in a positive relationship
- Explain one way to measure relationships
- Explore possible pitfalls to avoid - actions or inactions that can put stress on relationships
- Explain how to rebuild a stresses relationship

### **DCS 516 – Succeeding with the Unit Service Plan**

The Unit Service Plan is the roadmap to unit success. With appropriate guidance the commissioner staff can provide significant unit assistance. The district administra5ve commissioners will need comprehensive data to set the course for unit success across the district.

- Understand the Unit Service Plan from the district point of view.
- Discover the many sources of detailed unit performance information.
- Understand the relationship of the district committee and unit success.
- Discover methods to confirm unit performance over time.

<b>2020 West Tennessee Area Council College of Commissioner Science                      Northside United Methodist Church Jackson, TN                      April 4, 2020</b>					
Time	Bachelors Program Room A	Bachelors Roundtable Program Room B	Masters Program Room C	Masters Roundtable Program Room D	Doctorate Program Room E
Registration 7:00 - 7:30	All Faculty & Students Receive materials				
Opening Session 7:30 - 7:50	All Faculty & Students Introduction of Faculty and Guests Gym				
Class #1 8 - 8:50	BCS 101 – Core Concepts of Commissioner Service	BCS 150 – Roundtable & Commissioner Service	MCS 302 – Managing Unit Service at the District Level	MCS 350 - Unit and Roundtable Commissioners Working Together	DCS 501 – Selecting your Project Thesis Topic
Class #2 9 – 9:50	BCS 102 – Supporting Timely Charter Renewal	BCS 151 – The Roundtable Commissioner Team	MCS 304 – Commissioner Service for Units at Risk	MCS 351 – How to Conduct the Annual Planning Session	DCS 502 – Limiting the Scope of your Project Thesis Topic
Class #3 10 -10:50	BCS 103 – Linking District Resources	BCS 152 – The Year-Round Roundtable Planning Process & Promotion	MCS 305 – Resolving Critical Unit Issues	MCS 352 – Roundtable Is Over – Now What??	DCS 503 - Developing Your Project or Thesis
Class #4 11 -11:50	BCS 104 – Contacting Units	BCS 153 - Roundtables and Commissioner Tools	MCS 306 - Mentoring Skills	MCS 353 – The Cub Scout Breakout	DCS 504 – Project Thesis Open Workshop Forum
Lunch 12:00 - 12:30	All Faculty & Students Gym				
Keynote Speaker 12:30 - 1:00	Keynote Speaker Ellie Morrison (National Commissioner) Q and A Session				
Class #5 1:00 - 1:50	BCS 105 – Resolving Common Unit Issues	BCS 154 – Cub Scout Roundtables	MCS 312 - Recruiting a Commissioner Team	MCS 354 – The Boy Scout Breakout	DCS 506 – Coaching for Administrative Commissioners
Class #6 2:00 - 2:50	BCS 106 – Coaching Leaders	BCS 155 – Boy Scout Roundtables	MCS 314 – The Commissioner and the Professional	MCS 357 - Managing Long Distance Roundtables	DCS 514 – Building Meaningful Relationships
Class #7 3:00 - 3:50	BCS 114 – Recruiting Unit Commissioners	BCS 156 – Recruiting, Training and Recognizing the Roundtable Team	MCS 316 - Developing a Unit Service Plan	MCS 358 - Roundtables and Solving Unit Problems	DCS 516 - Succeeding with the Unit Service Plan
Closing 4:00 - 4:45	All Faculty & Students Graduation Gym				

# 2020 West Tennessee Area Council College of Commissioner Science Registration

Please print clearly – One participant per application

Council: \_\_\_\_\_ District: \_\_\_\_\_

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Current Registration as (circle one):      Unit Commissioner      Specific Position Title: \_\_\_\_\_  
   Roundtable Commissioner  
   Administrative Commissioner (ADC, DC, ACC, CC, etc.)

Current BSA registration valid through: \_\_\_\_\_ month \_\_\_\_\_ year

Date completed Commissioner Basic Training: \_\_\_\_\_ month \_\_\_\_\_ year

Date completed Arrowhead Honor: \_\_\_\_\_ month \_\_\_\_\_ year

Date completed Commissioners Key: \_\_\_\_\_ month \_\_\_\_\_ year

Degree Level: Check one

\_\_\_\_ Bachelor of Commissioner Science Degree

\_\_\_\_ Bachelor Roundtable of Commissioner Science Degree

\_\_\_\_ Master of Commissioner Science Degree

Date completed Bachelors Degree \_\_\_\_\_

\_\_\_\_ Masters Roundtable of Commissioner Science Degree

Date completed Bachelors Degree \_\_\_\_\_

\_\_\_\_ Candidate for Doctorate of Commissioner Science

Date completed Masters Degree \_\_\_\_\_

(Certificate of Completion)

\_\_\_\_ Doctorate of Commissioner Science Degree

Submit Complete Progress Record for D.C.S.

\_\_\_\_ Faculty & Staff only (not enrolled in a degree program)

**Fees**

- Degree Program participants      \$25.00
- Faculty & Staff (not enrolled)      \$10.00
- Late Fee (after March 15, 2020)      \$5.00

Total Fees Enclosed      \$ \_\_\_\_\_

**Note:** Participants are responsible for attending this College prepared with a hard copy of all the current manuals or bringing a laptop with the manuals loaded on the hard-drive. The current manuals are no longer in print and can be downloaded by clicking on the following link (detailed on page 20): <http://www.scouting.org/scoutsource/Commissioners/Manuals.aspx>

**If registering Via mail:** Please make checks payable to WTAC, BSA and mail to: West Tennessee Area Council, 1995 Hollywood Drive Jackson, Tennessee 38305

## On-Line Resources for Commissioners attending the 2020 West Tennessee Area Council College of Commissioner Science

### Commissioner Service

<http://www.scouting.org/scoutsorce/Commissioners/Manuals.aspx>

*Commissioner Fieldbook for Unit Service*, No. 33621, 2012 Printing

*Administration of Commissioner Service*, No. 34501, 2010 Printing

*Unit Performance Guide*, Volume 4, Gold Edition, No. 522-025, 2016 Printing *Council*

*Commissioners Manual*, No. 522-015, 2010 Printing

### For Roundtable Commissioners

The Cub Scout Roundtable Guide, #510-714, 2016-2017, 2016 printing

The Boy Scout Roundtable Guide, #510-714, 2016-2017, 2016 printing Venturing

Monthly Program Forum, #34342, 2009 printing

### Program Features for Troops, Teams, and Crews, Vols. 1, 2, 3

<http://www.scouting.org/scoutsorce/boyscouts/resources/programfeaturesvols1-3.aspx>

### Basic Training Manuals, all Commissioner Positions

[http://bsaseabase.org/Home/Commissioners/training/basic\\_training.aspx](http://bsaseabase.org/Home/Commissioners/training/basic_training.aspx)

### General Information:

<http://scouting.org/sitecore/content/Home/Commissioners/resources.aspx>

*2009-2010 Insignia Guide*, No. 33066\*

<http://www.scouting.org/scoutsorce/Media/InsigniaGuide.aspx> *Guide to*

*Safe Scouting*, No. 34416A\*

<http://www.scouting.org/scoutsorce/HealthandSafety/GSS/toc.aspx> Roundtable

Changes

<http://bsaseabase.org/home/commissioners/roundtable/roundtablechanges.aspx>

There are no courses at this time (although some of the courses will refer to these new topics) that directly relate to 'Commissioner Tools,' 'Unit Service plan,' and 'Mining Commissioner Tools for Reports' because most of the same information is available for self-study at: <http://www.scouting.org/scoutsorce/Commissioners/tools.aspx>  
There you will find a PowerPoint Presentation of the Unit Service Plan:

[http://www.scouting.org/filestore/commissioner/ppt/Unit\\_Service\\_Plan.ppt](http://www.scouting.org/filestore/commissioner/ppt/Unit_Service_Plan.ppt) As well as 19 videos on the Tools and a PowerPoint presentation at the bottom:

[http://www.scouting.org/filestore/commissioner/ppt/Commissioners\\_Tools\\_and\\_Unit\\_Service\\_Plan.ppt](http://www.scouting.org/filestore/commissioner/ppt/Commissioners_Tools_and_Unit_Service_Plan.ppt) BCS - 116 – Collaborative Assessments will discuss 'Unit Assessments.'

### Additional social media resources for Commissioner Tools:

A closed group that Commissioners can join

<https://www.facebook.com/CommissionersOfTheBoyScoutsOfAmerica>

and

<https://www.facebook.com/groups/bsa.commissioners/> and

[https://www.youtube.com/results?search\\_query=commissionertools%40scoutingmultimedia](https://www.youtube.com/results?search_query=commissionertools%40scoutingmultimedia) See the Fall 2014 issue of *The Commissioner* "Lines of Communication" page for more social media links.