

# 2018 Daniel Carter Beard College of Commissioner Science

Hosted by: Illowa Council, Davenport, Iowa

## Participating Councils

**Hawkeye Area**  
Cedar Rapids, IA

**Illowa**  
Quad City Area

**Mississippi Valley**  
Quincy, IL/Burlington, IA

**Northeast Iowa**  
Dubuque, IA

**Winnebago**  
Waterloo, IA

**Commissioners from all councils are invited to attend and learn.**

**Saturday, April 7, 2018**

**Doors Open at 8:00 am**

**Classes 9:00 am to 4:45pm**

**Western Illinois University - Quad Cities**

**3300 River Drive**

**Moline, Illinois 61265**

**Read all information thoroughly before registering**

Course Catalog and Registration Information:

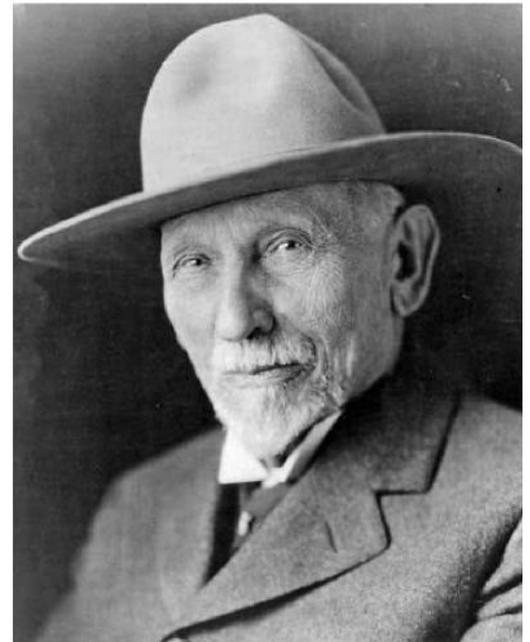
Degree Requirements, Daily Schedule, Course Descriptions,

Overnight Lodging, Trading Post Merchandise,

Directions to College, Information on Course Changes,

Personal Training History Record, and

Online Registration instructions.



The Daniel Carter Beard College of Commissioner Science is a great opportunity for all commissioners and other Scouters to share experiences and learn new Scouting information as well as earn Commissioner College Degrees.

Updated information should be available by December 1, 2017.

College of Commissioner Science page on our Council Web Site:

<http://www.illowabsa.org/Commissioners/2018CommissionerCollege>

Online registration will be available at:

<http://illowabsa.kintera.org/2018DanielBeardCCS>

## Dear Commissioners,

First, to all our attendees and staff, thank you for your commitment to helping Scouting Units succeed.

Commissioners are the mentors and the doctors of the Council staff. All commissioners are volunteers who, based on their experience, give guidance to the units assigned to them.

Our job is one of the most important in Scouting. We are the link between the council office and the unit leaders that are in direct contact with the youth members of our organization.

Taking this opportunity to further your education in commissioner service is a good choice for you to make. We are offering the latest courses in commissioner training, which are continuously updated

My staff and I are proud to present this training opportunity and are confident you will find your experience at our college rewarding.

Yours in Scouting,

*Ed Narigon*

Ed Narigon, Dean of College  
Winnebago Council

## Commissioner College Staff

Title	Name and Contact Info		
College Dean	Ed Narigon	319-939 9600	<a href="mailto:ednarigon@cfu.net">ednarigon@cfu.net</a>
Dean of Curriculum	Bruce Dolder	319-530-3537	<a href="mailto:Bruce.Dolder@gmail.com">Bruce.Dolder@gmail.com</a>
Dean of Bachelor Program	Steve Serrot	319-521-1450	<a href="mailto:sserrot@outlook.com">sserrot@outlook.com</a>
Dean of Roundtable Programs	Amanda Kline	319-233-5387	<a href="mailto:amanda@klinefamily.com">amanda@klinefamily.com</a>
Dean of Master Program	Dennis Stewart	319-759-2817	<a href="mailto:scouter07sm@mchsi.com">scouter07sm@mchsi.com</a>
Dean of Doctorate Program	Donna Buss	309-313-2561	<a href="mailto:busses1640@gmail.com">busses1640@gmail.com</a>
Dean of Continuing Education	Jim Coe	309-789-9079	<a href="mailto:jimcoe67@gmail.com">jimcoe67@gmail.com</a>
Director of Facilities	Ben Rogers	309-743 5658	<a href="mailto:Ben.Rogers@kone.com">Ben.Rogers@kone.com</a>
Director of Promotion	Carm Walgamott	618-334-8496	<a href="mailto:walgamottc@aol.com">walgamottc@aol.com</a>
Registrar	Clinton Pedigo	630-362-6742	<a href="mailto:the_89eagle@yahoo.com">the_89eagle@yahoo.com</a>
Questions on Registration Process	Mia Carr	563-388-7233	<a href="mailto:mia.carr@scouting.org">mia.carr@scouting.org</a>

## Registration information

- Tuition if paid by March 31, 2018: **\$25.00** for students **\$20.00** for instructors
- Tuition if paid **after** March 31, 2018: **\$30.00** for students **\$25.00** for instructors
- Tuition includes: training, handouts, refreshments, lunch, patch, and recognition certificate.
- Online registration system link is: <http://illowabsa.kintera.org/2018DanielBeardCCS>
- Gather the data for Training History, Pg. 12, and the Information Form, Pg. 13, before logging into the system. Complete both forms online through this link to register for this College.
- Payment is available with a credit or debit card online or by mailing to the address indicated on page 10.
- You will receive a printable confirmation at the end of your registration. Use your browser print function to print this one-page document to enclose with your mail in payment. You will also receive an email confirmation of your classes from the Registrar, which you can print and bring to the onsite registration.

## Coming to the College

- Wearing your Official Scout uniform is recommended, and bring something to take notes.
- Bring your BSA Health Form A-B, especially if you have a health condition. You will not be required to turn it in.
- You will receive a name tag, your schedule with room numbers, and listing of your classes.

## Special Guests at our 2018 Daniel Carter Beard College of Commissioner Science



**Kandra Dickerson, Des Moines, IA**  
**Central Region Commissioner**  
[jwdickerson111@gmail.com](mailto:jwdickerson111@gmail.com)  
**Keynote Speaker during the Lunch Period**

A Scouting veteran of more than 20 years, Kandra began her Scouting trail when her son joined Cub Scouting. Since then, she has served in multiple unit, district, council, and area positions and was named Central Region commissioner in 2017. In this role, Kandra provides leadership to commissioners serving units in all of the Central Region councils. She also continues as a member of the Mid-Iowa Council Executive Board.

Kandra has enjoyed being a commissioner for three National Scout Jamborees, most recently working in Bravo Base Camp at the Summit in July. She has served as a faculty member at Philmont and the Florida Sea Base for six years, was director of Mid-Iowa Council's 2013 Wood Badge course, and is a recipient of the Silver Antelope, Silver Beaver, Cross and Flame, and Philmont Training Center Masters Track awards. She is no stranger to Philmont's backcountry either.

A retired CPA, Kandra and her husband, John, live in a suburb of Des Moines, Iowa. They have two children, John Michael and Kasi. Kandra's most meaningful Scouting experience was pinning on John Michael's Eagle badge.



**Rick Hillenbrand – Romney, WV**  
**National Commissioner Service**  
**Communications Chair**  
[rick\\_hillenbrand@alum.mit.edu](mailto:rick_hillenbrand@alum.mit.edu)

Rick will be presenting three sessions regarding Commissioner Tools Reports, and Technology for Commissioners Q&A.

Rick brings an impressive record to the National Commissioner Support Team, having served as an area and council commissioner and most recently as a key volunteer in the development and launch of the Commissioner Tools.

Communications challenges will always be present in a large volunteer organization, but we can use technology and other resources to push more support materials to you in any number of forms. Much of our information is currently distributed in a "pull" methodology, such as your having to visit the national website to find the most current edition of The Commissioner.

Rick has been tasked with changing how we deliver information to you, whether through the tools, social media, or special opt-in email distributions that will communicate the latest resources to help you function more effectively. We will also indirectly offer to assist the many commissioners who provide supplemental communications support for the commissioner corps through such media as LinkedIn or Facebook or whatever the next new social media program might be.

## Earning a Commissioner Science Degree at this 2018 Daniel Carter Beard CCS

- **Bachelor and Master Degrees** – You may be able to earn either of these by taking the appropriate courses. However, all other requirements below must be completed, including any prerequisites and performance.
- **Doctorate** – If this is your first work toward this degree or you still need classes, you will receive a Continuing Education certificate for your class participation. You must complete all the requirements listed below to earn your degree.
- **Continuing Education** – You will not earn a degree. You will receive a Continuing Education certificate.

### Bachelor of Commissioner Science Degree (BCS) – Requirements updated 2015

- **Prerequisites**
  - Current registration as a Commissioner
  - Current BSA Youth Protection Training certificate
  - Complete Commissioner Orientation if new to Commissioner Service. See the Commissioner Training page on the National BSA website for recommendations.
  - Complete Commissioner Basic Training listed on the Commissioner Training page.
- **Course Requirements**
  - Complete a minimum of seven courses of instruction
  - Five must be from the Bachelor Degree level training
- **Commissioners Performance**
  - Approval of Council Commissioner, or assigned Assistant Council Commissioner
  - Approval of Council Scout Executive or Council Staff Adviser for Commissioner Service

### Roundtable of Commissioner Science Degree (BCS) – Requirements updated 2015

- **Prerequisites**
  - Current registration as a Roundtable Commissioner
  - Current BSA Youth Protection Training certificate
  - Complete Commissioner Orientation if new to Commissioner Service. See the Commissioner Training page on the National BSA website for recommendations.
  - Complete Roundtable Commissioner Basic Training Course Requirements
- **Course Requirements**
  - Complete a minimum of seven courses of instruction
  - Five must be from the Roundtable curriculum of Bachelor Degree level training
- **Commissioners Performance**
  - Approval of Council Commissioner, or assigned Assistant Council Commissioner
  - Approval of Council Scout Executive or Council Staff Adviser for Commissioner Service

### Master of Commissioner Science Degree (MCS) – Requirements updated 2015

- **Prerequisites**
  - Current registration as a Commissioner
  - Current BSA Youth Protection Training certificate
  - Bachelor of Commissioner Science Degree
  - The Commissioner Arrowhead Honor
- **Course Requirements**
  - Complete a minimum of seven additional courses of instruction, for a total of fourteen
  - Seven of the fourteen courses must be from the Master Degree level training
- **Commissioner Performance**
  - Approval of Council Commissioner, or assigned Assistant Council Commissioner
  - Approval of Council Scout Executive or Council Staff Adviser for Commissioner Service.

## Doctor of Commissioner Science Degree (DCS) - Requirements updated 2015

Note that earning the Doctor of Commissioner Science Degree does not automatically qualify you to receive the Doctorate of Commissioner Service Knot Award. See next page for details.

- **Prerequisites**
  - Current registration as a Commissioner
  - Current BSA Youth Protection Training certificate
  - Master of Commissioner Science Degree
  - Awarded the Commissioner Key
- **Course Requirements**
  - Complete a minimum of ten additional courses of instruction for a total of twenty-four
  - At least five of the twenty-four must be from the Doctorate Degree level training.
  - Courses may not have previously been counted toward other college degrees.
- **Thesis or Project**
  - This can be on any topic related to Commissioner Service.
  - The topic must be preapproved by the Dean of the College, the Dean of the Doctorate level program, or the Doctoral Review Committee.
  - Complete the thesis or project using the approved format as determined by the college.
- **The completed thesis or project must be approved by the Doctoral Review Committee (see below). If a review committee is not used, at a minimum the Council Commissioner and the College Dean need to make the approval.**
- **Commissioner Performance**
  - Serve for at least one year on the College of Commissioner Science Staff (instructor or support staff), or work with training support for commissioners for at least one year
  - Approval of the Dean of the College, or Staff Adviser for Commissioner Service
  - Approval of Council Commissioner, or assigned Assistant Council Commissioner
  - Approval of your Council Scout Executive or Council Staff Adviser for Commissioner Service.
- **Doctoral Review Committee**
  - It is recommended that each College form a committee to review and preapprove the Thesis or Project topic and 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.
  - This committee is typically comprised of the College Dean, the Doctoral Dean, and one other person. This third person could be the Council staff adviser for Commissioner Service, or perhaps someone who holds a Doctorate Degree who is asked to serve on the committee or another person selected by the College Dean.

### Suggested Reciprocity Guidelines

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

The Registrar may credit course work from other Councils to be applied toward degrees your council issues, based on the following:

  - Prior approval has been obtained from the College Dean and the appropriate Degree Dean.
  - NOTE: In order to credit you with a unique council course, you will need to email either a course outline or a description of the content of the course to Dean of Curriculum - Bruce Dolder ([Bruce.Dolder@gmail.com](mailto:Bruce.Dolder@gmail.com)).
  - The college may honor Commissioner Courses taken at the Philmont Training Center.
  - Program classes taken at a University of Scouting or other training event that are not Commissioner related WILL NOT BE RECOGNIZED.
- **Degrees Earned Outside of Your Council**
  - The College will honor Bachelor and Master Degrees and awards from other Councils, if the following conditions are met for the particular degree below.
  - Proof of the degree and/or award should be presented to the college for verification.

- **Bachelor of Commissioner Science Degree (BCS), including Roundtable**
  - The degree was earned in the immediate past five years
  - The Commissioner has remained an active Commissioner since earning the degree
  - The college required at least seven courses for the degree, with five from the Bachelor level.
  - The college courses applied toward this degree are equivalent courses to those offered in the on the Commissioner Training page of the National BSA Website.
  - A week-long commissioner course at the Philmont Training Center within the immediate past three years should be counted in lieu of the listed courses.
  
- **Master of Commissioner Science Degree (MCS)**
  - The degree was earned in the immediate past five years
  - The Commissioner has remained an active Commissioner since earning the degree.
  - The college required at least seven advanced courses for the degree above the Bachelor level program.
  - The college courses applied toward this degree are equivalent courses to those offered in the on the Commissioner Training page of the National BSA Website.
  - A week-long commissioner course at the Philmont Training Center within the immediate past three years should be counted in lieu of the listed courses.
  
- **Doctor of Commissioner Science Degree (DCS)**
  - Credit for completed courses toward a Doctorate degree will be given upon the approval of the College Dean and the Doctorate Program Dean. Doctor degrees earned in other Councils should be honored. Credit for the Doctorate Thesis approved by another Council should be honored.
  - In the event of a transfer of Doctorate courses from one college into the Doctorate program in another college – credit for the Doctorate courses will only count to a degree in the new college if:
    - The candidate has been an active Commissioner in your (the new) Council for at least one year
    - The candidate has participated in at least one of this Council’s College of Commissioner Science sessions. (in the new Council)
  
- **Commissioner Awards**
  - The College should honor the following awards earned outside of your Council:
    - The Commissioner Arrowhead Honor
    - The Commissioners Key
    - Doctorate of Commissioner Science Knot

**NOTE:** Any requirement or reciprocity issue not addressed by this document will need to be resolved by College Dean and the Council Commissioner.

### **Transcripts to other Colleges**

- If a person plans to attend a college outside of the local council, it is suggested that a transcript be provided by the college registrar listing the course work and/or degree completed.
- Suggested options:
  - A person may request a transcript from the college registrar
  - The registrar may provide a transcript for the attendees at the closing ceremony or electronically.
  - The college registrar at the receiving college should review the transcript and certify that the participant is eligible to continue the course work in the registered degree program.

# Doctorate of Commissioner Science Knot Award



The purpose of this knot is to recognize the completion of a standardized program of studies plus the requirements listed here.

The objective of this knot is to provide councils an opportunity to recognize Commissioners for their tenured service, their involvement in learning more about delivery of quality Scouting, and their involvement in support of others.

Note: The completion of the Doctorate Degree of Commissioner Science does not automatically qualify a Commissioner for this award knot. All requirements below for the knot must be met. There are only two unique requirements to earn this award: Tenure and Recruiting.

## Minimum Requirements for this Award

### Tenure

- Serve as a Commissioner for a minimum of 5 years. (Years need not be consecutive)
- This service may be in one or more roles or positions of Commissioner Service.

### Training – successfully complete the following

- Bachelor or Roundtable Commissioner Science Degree (BCS)
- Master of Commissioner Science Degree (MCS)
- Doctorate of Commissioner Science Degree (DCS), including Thesis or Project

### Recruiting

- Recruit (or assist in recruiting) at least three new Commissioners.

### Final Approval

- Approval of Council or assigned Assistant Council Commissioner
- Approval of your Council Scout Executive or Council Staff Adviser for Commissioner Service.

### Grandfather or Sunset Clause

- Since the key requirement of this award is tied to an approval of a Thesis or Project that is only earned once, this award is retroactive for individuals who have completed other requirements prior to the approval of this award in 2008.
- This clause applies for the previous 10 years which would be after 1998.
- Any commissioner who meets these requirements would need to list any courses they have completed previously and then complete their thesis or project to apply for this award.

### Award Qualifying Certification

- The council certifies that the individual has met all of the requirements to earn the Doctorate of Commissioner Science Award and should make the presentation at a public gathering to gain recognition for the individual being honored.

### Recognition

- This award knot and certificate may be ordered through Boy Scouts of America.

## Activity and Class Schedule for 2018 Daniel Carter Beard College of Commissioner Science

Common Activities in Multi-Purpose room	8:00 am - 9:00 am	On-site registration
	9:00 am - 9:20 am	Opening Session
	12:00 - 12:55 pm	Lunch
	4:15 PM	Closing and recognition

These course numbers are on the BSA Commissioner website. Reference your personal training history, Chart of Revised Courses, and Course Descriptions to make selections.

Room schedules have been set up in tracks, so you can stay in one room for the classes toward a specific degree.

For example, if this is your first time at CCS, you may want to take all in Room 1 for Bachelors. Have your Bachelor's degree? Take all classes in Room 4 toward Masters. Doctorate courses would be in Room 6. Or you can mix and match classes not previously taken. See Degree requirements on page 3.

Period	1	2	3	4	5	6	7
Room	9:30 - 10:15	10:20 - 11:05	11:10 - 11:55	1:00 - 1:45	1:50 - 2:35	2:40 - 3:25	3:25 - 4:10
1	BCS 101 The Commissioner Concept	BCS 102 Supporting Timely Charter Renewal	BCS 103 Commissioner and the District	BCS 104 Contacting Units	BCS 105 Practical Solutions to Common Unit Needs	BCS 106 Commissioner's Priorities	BCS 116 Collaborative Assessments
2	BCS 110 Commissioner Style	BCS 112 What Would You Do?	BCS 113 Serving Scouts with Disabilities	BCS 115 The Commissioner and Diversity	BCS 119 Webelos to Scout Transition	BCS 107 Unit Journey to Excellence	BCS 130 Commissioners and Advancement
3	BCS 150 Roundtables in Commissioner Service	BCS 151 The Roundtable Commissioner Team	BCS 152 Using the Roundtable Program Guides	BCS 153 Promoting Roundtable	BCS 154 The Cub Scout Roundtable	BCS 155 The Boy Scout Roundtable	BCS 156 Recruiting, Training, and Recognizing the Roundtable Team
4	MCS 301 Commitment to On-Time Charter Renewal	MCS 306 Counseling Skills	MCS 309 Good Commissioners Need Both Head	MCS 312 Recruiting New Commissioners	MCS 313 Orienting, Training and Recognizing Commissioners	MCS 317 How to Remove a Volunteer	MCS 321 Service to New Units
5	MCS 303 Commissioner Lifesaving I	MCS 304 Commissioner Lifesaving II	MCS 315 Effective Unit Service in Urban Communities	MCS 316 Effective Unit Service in Remote Rural Areas	MCS 308 Venturing and the Commissioner	MCS 324 Preventing Commissioner Burnout	MCS 311 All About Assistant District Commissioners
6	DCS 501 Selecting a Thesis / Project Topic	DCS 502 Limiting the Scope of the Topic	DCS 503 Developing the Thesis / Project	DCS 504 Thesis / Project Workshop	DCS 505 Being a Thesis / Project Adviser	DCS 515 District and Council Journey to Excellence	DCS 514 The Commissioner and the Professional
7	CED 709 LDS Church Organization	CED 710 Scouting in the LDS Church	CED 802 Technology for Commissioners Q&A (Rick H.)	CED 715 Special Needs Scouting - Autism	CED 716 Managing Conflict	CED 801 Commissioner Tools Reports (Rick Hillenbrand)	CED 802 Technology for Commissioners Q&A (Rick H.)

### Course and Instructor Statements

- You may register for less than seven classes, but to receive the appropriate degree certificate, participants must register for seven classes, AND attend all of those classes.
- Participants must complete all additional requirements to complete a degree.
- If not pre-registered, available classes to attend and materials will be determined on availability.
- Instructors:** please register for the classes you are teaching, as well as other classes you are taking as a student, to receive proper credit for class attendance.
- We reserve the right to drop a course on the day of the college, if there is no course instructor, or if there is less than a minimum of two students.
- Rooms will be determined by number of students registered, with a maximum of 25 per class.
- Classrooms are equipped for electronic media. A Guest Internet Access Code will be provided.

## College of Commissioner Science

### Bachelor Degree Course Descriptions

Course #	Title	Description/objective	Some of what the participant will learn
BCS 101	The Commissioner Concept	Understanding that the only reason for having commissioners is to help units succeed.	<ul style="list-style-type: none"> <li>History and concept of commissioner service</li> <li>Key duties of the commissioner positions</li> <li>Ways we serve the unit.</li> </ul>
BCS 102	Supporting Timely Unit Charter Renewal	Since Commissioners are responsible for on-time unit charter renewal, this course explains the charter concept and steps in the annual process.	<ul style="list-style-type: none"> <li>Describe the charter concept, and typical timeline.</li> <li>Ways to guide units and chartered organization through the renewal process from membership inventory to use of the online charter renewal tool</li> </ul>
BCS 103	Commissioner and the District	Understanding that Scouting is a volunteer movement whose success is due to the relationship of volunteers and the professional staff	<ul style="list-style-type: none"> <li>District structure and functions</li> <li>Relationship of District professional staff and volunteers;</li> <li>Use of District resources to support units</li> <li>Qualities of a successful district using the JTE scorecard</li> </ul>
BCS 104	Contacting Units	Commissioners' primary role as a friend to the unit is to help the unit succeed. At the core of unit service and the most basic task is the unit visit. This is where the unit can experience the caring and support that the commissioner offers.	<ul style="list-style-type: none"> <li>Describe how the concept of commissioner service is demonstrated in monthly unit visits;</li> <li>Identify ways to demonstrate good commissioner service</li> <li>Explain the importance of using the Commissioner Worksheets and Commissioner Tools to record and manage unit visits</li> </ul>
BCS 105	Practical Solutions to Common Unit Needs	A Commissioner's primary purpose is to help units succeed, develop a better program, and operate effectively. Frequently Commissioners are called upon to assist units with concerns that could hinder the unit's success.	<ul style="list-style-type: none"> <li>Participants of this course will become familiar with how to respond to these concerns using Commissioner Helps and Early Warning Signals.</li> </ul>
BCS 106	Commissioner's Priorities	A Commissioner's main mission is working with units to help them serve more youth better through Scouting.	<ul style="list-style-type: none"> <li>Participants will become familiar with the four focus areas:</li> <li>Supporting unit growth through the Journey to Excellence</li> <li>Contacting units and capturing strengths and needs in Commissioner Tools</li> <li>Linking unit needs to district operating committee resources</li> <li>Supporting timely charter renewal</li> </ul>
BCS 107	Unit Journey to Excellence	Learn about the elements of the Unit Journey to Excellence and what it takes to ensure success in every unit.	<ul style="list-style-type: none"> <li>Identify the key categories of performance for Journey to Excellence.</li> <li>Tell how the commissioner staff affects Journey to Excellence performance.</li> <li>Identify resources to help improve Journey to Excellence performance.</li> </ul>
BCS 110	Commissioner Style	A commissioner's style—how they provide service—is as important as what they do in the service process.	<ul style="list-style-type: none"> <li>Be a frontline diplomat</li> <li>Providing exceptional service</li> <li>Roots and Wings</li> <li>Service recovery</li> </ul>
BCS 112	What Would You Do?	This is a group participation/discussion session on some fascinating situations that Commissioners might encounter.	<ul style="list-style-type: none"> <li>Participants will discuss creative solutions to not only solve common problem situations, but to solve them in a way that will allow all parties to share positively in the solution.</li> </ul>
BCS 113	Essentials of Serving Scouts with Disabilities	This course will provide Commissioners with knowledge to share with unit leaders, so they can provide a program which provides these youth with the Scouting opportunities to succeed.	<ul style="list-style-type: none"> <li>This presentation provides leaders and parents with the basic knowledge and skills needed to work with youth who have special needs.</li> <li>We hope it will inspire participants to seek more information about specific disabilities they encounter in their Scouts.</li> </ul>
BCS 115	The Commissioner and Diversity	Understanding the differences among the people in our community	<ul style="list-style-type: none"> <li>Diversity is a scouting value</li> <li>Positive types of diversity</li> <li>Diversity within unity</li> </ul>
BCS 116	Collaborative Assessments	How to conduct an Action Planning meeting with a unit using the Unit Self-Assessment	<ul style="list-style-type: none"> <li>Tools and the guidelines for the Action Planning process.</li> <li>How the commissioner guides the unit leader and the unit chair through the assessment process, as well as monitors and reports progress throughout the year.</li> </ul>
BCS 119	Webelos to Scout Transition	This course will provide Commissioners with knowledge to share with unit leaders so they can assist their units in seamless transitioning of Webelos into Boy Scouts.	<ul style="list-style-type: none"> <li>Transition timetable</li> <li>Sociology of Webelos, and culture of Boy Scout Troops</li> <li>Troop Choice is individual and personal</li> <li>Commissioner's role and that of other key players' responsibilities</li> </ul>
BCS 130	Commissioners and Advancement	This course describes why and what a Commissioner should know about advancement. A Commissioner should be prepared to assist a unit with basic questions about Advancement and know the District and Council Advancement Chairs and how to contact them when necessary.	<ul style="list-style-type: none"> <li>What do Commissioners need to know about advancement?</li> <li>What publications are available for reference?</li> <li>Resources to Know</li> <li>Advancement Roles in the Unit</li> <li>Level of Participation</li> <li>Key to Understanding Advancement</li> <li>Questions and Review</li> </ul>

**College of Commissioner Science**  
**Bachelor of Roundtable Degree Course Descriptions**

Course #	Title	Description/objective	Some of what the participant will learn
BCS 150	Roundtables in Commissioner Service	The course discusses how Roundtable is to help units succeed by providing useful program ideas, information on policy, and current information on council and district events and training opportunities.	<ul style="list-style-type: none"> <li>• How the Roundtable Staff fits into the Commissioner Structure</li> <li>• The purpose of Roundtable and its importance in supporting district and council operations</li> <li>• The functions of the Roundtable in providing service and supplemental training to unit leaders.</li> </ul>
BCS 151	The Roundtable Commissioner Team	During this course we will review the duties and responsibilities of the Roundtable Commissioner Team. We will do this by looking at the individual responsibilities of each member of the Roundtable Commissioner Team	<ul style="list-style-type: none"> <li>• Identify what should unit leaders expect from a Roundtable</li> <li>• The characteristics of a successful Roundtable</li> <li>• The qualities Roundtable Commissioner Team members should have</li> <li>• The positions of a Roundtable Commissioner Team</li> <li>• Identify what the duties of each Roundtable Commissioner Team member</li> <li>• Understand the leadership roles of Roundtable Commissioner Team</li> </ul>
BCS 152	Using the Roundtable Program Guides	During this presentation we review the Roundtable Planning Guides for Cub Scouts, Boy Scouts to include Varsity Teams and the Venturing Monthly Program Forum. We will do this by looking at the roundtable guides for each program and understand the parts and pieces of each. We will also cover the importance of using the planning guides.	<ul style="list-style-type: none"> <li>• Identify the Planning Guides for Cub Scout and Boy Scout Roundtable, Varsity Huddle and Venturing Forum</li> <li>• Discuss how to adapt the Boy Scout Roundtable Guide for the Varsity Huddle</li> <li>• Discuss why using the Roundtable Planning Guides is important</li> <li>• Review Parts of the Roundtable Planning Guides</li> </ul>
BCS 153	Promoting Roundtable	Without proper and consistent promotion, you may find yourself frustrated at the lack of participation in your District and Council. A quality and consistent roundtable and a strong marketing campaign will attract and retain participants over time and impact their overall ability to lead their Scouting units.	<ul style="list-style-type: none"> <li>• Review the current Roundtable attendance and think about how to improve it with good promotion.</li> <li>• Note that Roundtable attendance is now tracked in Commissioner Tools.</li> <li>• Understand why they should promote roundtable to communicate its purpose and how it supports quality leadership and a strong program.</li> <li>• Understand what they are promoting about roundtable to attract and retain participants.</li> <li>• Identify where they should be promoting roundtable and what methods could potentially be used.</li> <li>• Describe how they can be promoting roundtable including the most common methods.</li> </ul>
BCS 154	The Cub Scout Roundtable	Cub Scout Roundtable is a form of commissioner service and supplemental training for volunteers at the unit level. The objectives of Roundtables are to provide Cub Scout leaders with program ideas, information on policy and events, and training opportunities. It is a forum for sharing experiences and enjoying fun and fellowship with other Cub Scout leaders.	<ul style="list-style-type: none"> <li>• Be introduced to the Cub Scout Roundtable Guide and how to use it</li> <li>• Be informed of the length and format of Cub Scout Roundtable</li> <li>• Be informed of the parts of a Cub Scout Roundtable</li> <li>• Will delve deeper into the Cub Scout Interest Topic</li> <li>• Be introduced to components of the CUB SCOUT SESSION portion of Roundtables</li> </ul>
BCS 155	The Boy Scout Roundtable	The objectives of roundtables are to provide leaders with program ideas, information on policy and events, and training opportunities. It is a forum for sharing experiences and enjoying fun and fellowship with other Boy Scout leaders. When skillfully executed, the roundtable experience will inspire, motivate, and enable unit leaders to provide a stronger program for their Scouts.	<ul style="list-style-type: none"> <li>• Be introduced to the Boy Scout Roundtable Guide and how to use it</li> <li>• Be informed of the length and format of Boy Scout Roundtable</li> <li>• Be informed of the parts of a Boy Scout Roundtable</li> <li>• Will delve deeper into the Boy Scout Interest Topic</li> <li>• Be introduced to components of the BOY SCOUT SESSION portion of Roundtables</li> </ul>
BCS 156	Recruiting, Training, and Recognizing the Roundtable Team	Potential roundtable staff members are everywhere— all you have to do is look. In recruiting your roundtable staff, be sure to look for people who are creative and innovative, and who have a “can do” attitude. Roundtable commissioners and assistants should all be trained so they will be fully qualified to present material and teach skills at roundtables in an interesting way. All roundtable commissioners are eligible to work toward commissioner service awards.	<ul style="list-style-type: none"> <li>• Recruiting the Roundtable Staff</li> <li>• Training the Roundtable Staff</li> <li>• Recognizing the Roundtable Staff</li> </ul>

## College of Commissioner Science

### Master Degree Course Descriptions

Course #	Title	Description/objective	Some of what the participant will learn
MCS 301	Commitment to On-Time Charter Renewal	Learn what is a “No lapse – No drop commitment” and why it is important	<ul style="list-style-type: none"> <li>Why units lapse or drop and how to prevent it.</li> <li>Why continuity of tenure is important.</li> </ul>
MCS 303	Commissioner Lifesaving I	This session sets the stage for saving a unit and reviews the basic unit lifesaving steps.	<ul style="list-style-type: none"> <li>Getting to know your units will help you identify when, and how to address issues they face in keeping the units strong and successful</li> </ul>
MCS 304	Commissioner Lifesaving II	This is an in-depth continuation of MCS 303	<ul style="list-style-type: none"> <li>How to recognize the seven typical unit “hurry cases” and how to prioritize the issues in order to help the unit continue successfully.</li> </ul>
MCS 306	Counseling Skills	How to use counseling skills to help unit leaders develop their potential.	<ul style="list-style-type: none"> <li>What is counseling</li> <li>Elements of good counseling</li> <li>How to make suggestions</li> <li>Leadership styles</li> </ul>
MCS 308	Venturing and the Commissioner	Establishing that being a key advocate and committed to this program is essential, and good service is vital.	<ul style="list-style-type: none"> <li>How commissioners support the crew program</li> <li>Using resources to assist with the challenges of youth in this program.</li> </ul>
MCS 309	Good Commissioners Need Both Head and Heart	The objective of this session is to help commissioners with at least one or two years of experience reflect on some of the important qualities of good commissioner service (the “head”).	<ul style="list-style-type: none"> <li>Inspirational anecdotes for them to share with unit adults as well as other commissioners (the “heart”).</li> <li>Service is the Hallmark for commissioners</li> <li>12 Service ideas</li> <li>The 10 Commandments of Unit Service</li> </ul>
MCS 311	All About ADC’s	ADCs are responsible for an assigned share of units in the district, and they supervise the commissioners who serve those units	<ul style="list-style-type: none"> <li>ADC Responsibilities</li> <li>Good People Skills</li> <li>ADC Work Session – how to plan and evaluate</li> </ul>
MCS 312	Recruiting New Commissioners	Learn to develop and put into action a suitable recruiting plan.	<ul style="list-style-type: none"> <li>Step by step instructions of recruiting new commissioners, both in an individual or group setting.</li> <li>Recruiting is a journey, not a final destination.</li> </ul>
MCS 313	Orienting and Training, and recognizing Commissioners	A session for all administrative commissioners. Covers training: new commissioner orientation, basic training, and continuing education; and awards: Arrowhead Honor, and Commissioner’s Key	<ul style="list-style-type: none"> <li>View learning as an important part of as commissioner’s Scouting lives.</li> <li>Training timetable – beginning orientation to the 5-year Distinguished Commissioner Service Award</li> <li>Three approaches to training</li> </ul>
MCS 315	Effective Unit Service in Low Income Urban Communities	This session refers to those urban communities where community considerations require refinement and flexibility for volunteer-led packs, troops, crews, and posts to be successful.	<ul style="list-style-type: none"> <li>Service to low-income communities is part of our Scouting roots</li> <li>Best methods for successful units.</li> <li>Benefits of units in low income areas.</li> <li>People considerations in recruiting adults</li> <li>Overcoming financial needs</li> </ul>
MCS 316	Effective Unit Service in Remote Rural Areas	This course discusses how to implement a Scouting program in remote rural areas.	<ul style="list-style-type: none"> <li>Defining “remote”, and what works in each</li> <li>People considerations in recruiting adults</li> <li>Adapting Scouting to rural environment</li> <li>Who services a rural area, and what are the advantages.</li> </ul>
MCS 317	How to Remove a Volunteer	This session will focus on the ineffective volunteer, the person who just isn’t working out.	<ul style="list-style-type: none"> <li>Identify types of poor performance</li> <li>Forming an action plan</li> <li>Learn for the future</li> </ul>
MCS 321	Service to New Units	The commissioner plays a vital role not only in the creation of new units, but in their continued growth and success.	<ul style="list-style-type: none"> <li>The Four Pillars of High Performing units</li> <li>New-Unit Commissioner (NUC) duties</li> <li>The NUC and New-Unit-Organizer Team</li> <li>Who makes a good NUC</li> <li>Using the Unit Performance Guide</li> </ul>
MCS 324	Preventing Commissioner Burnout	This course will look at some ways we can help overcome burnout situations and motivate ourselves and others toward better tenure in the BSA.	<ul style="list-style-type: none"> <li>Types of burnout and causes</li> <li>Possible solutions for overcoming burnout</li> <li>Time Management</li> <li>Commissioner Wellness</li> </ul>

## College of Commissioner Science Doctorate Degree Course Descriptions

Course #	Title	Description/objective	Some of what the participant will learn
DCS 501	Selecting a Thesis / Project Topic	This session introduces the participants to the thesis or project.	<ul style="list-style-type: none"> <li>• What constitutes a good topic or project?</li> <li>• Difference between thesis and project, and associated reports</li> <li>• Help in selecting the general topic</li> <li>• Preliminary steps and approval process</li> </ul>
DCS 502	Limiting the Scope of the Topic	Participants receive help in reducing the thesis/project topic to a workable size and get ideas for their thesis or project research.	<ul style="list-style-type: none"> <li>• Select a viable thesis/project</li> <li>• Methods used to limit the scope and size</li> <li>• Methods of gathering information for thesis/project.</li> </ul>
DCS 503	Developing the Thesis / Project	This session covers the thesis/project outline and a variety of suggestions for writing and revising the report.	<ul style="list-style-type: none"> <li>• Important parts of a thesis/project report.</li> <li>• Doing the research or project</li> <li>• Writing the thesis or project report</li> </ul>
DCS 504	Thesis – Project Workshop	This course is for those who feel they need more help getting started on or completing their thesis/project.	<ul style="list-style-type: none"> <li>• Scouters who have completed their DCS will discuss their challenges and solutions</li> <li>• Question and Answer period.</li> <li>• Evaluate possible topics for your thesis / project, and select your topic.</li> </ul>
DCS 505	Being a Thesis – Project Advisor	Prepares a person holding a DCS to become a thesis/project advisor. Must be recommended by the council to be an Advisor.	<ul style="list-style-type: none"> <li>• Qualifications of an Advisor</li> <li>• Expectations of an Advisor</li> <li>• Advisor’s responsibilities</li> </ul>
DCS 514	The Commissioner and the Professional	Learn more about the relationship between the commissioner and the BSA professional.	<ul style="list-style-type: none"> <li>• Roles of the volunteer and professional</li> <li>• Professional goal setting and evaluation</li> <li>• Qualities of good working relationships</li> <li>• Meaning of “volunteer-driven and professionally guided.”</li> <li>• Major Tasks for Volunteer Success</li> <li>• Training for Professionals and Volunteers</li> </ul>
DCS 515	Journey to Excellence	Learn about the elements of District Journey to Excellence and what it takes to ensure success in every area.	<ul style="list-style-type: none"> <li>• Key categories of performance for JTE</li> <li>• How the commissioner affects unit JTE performance</li> <li>• Resources to help improve JTE performance</li> </ul>

## College of Commissioner Science Continuing Education Course Descriptions

Course #	Title	Description/objective	Some of what the participant will learn
CED 709	LDS Church Organization	CE 709 is part one of a two-part course and discusses the LDS Church Organization. It should be followed by CED 710 – Scouting in the LDS Church.	<ul style="list-style-type: none"> <li>• Overview of The Church of Jesus Christ of Latter Day Saints</li> <li>• General Authorities (at Headquarters)</li> <li>• Local Organization (Stakes, Wards, Org Charts, Roles)</li> <li>• Auxiliaries for youth – Primary, Young Men (Aaronic Priesthood)</li> </ul>
CED 710	Scouting in the LDS Church	This is an overview of the materials provided for discussion on Scouting in the LDS Church. This course has been reviewed and approved by the LDS Church	<ul style="list-style-type: none"> <li>• Link to LDS website (<a href="http://www.ldsbsa.org/">http://www.ldsbsa.org/</a>)</li> <li>• LDS Relationships with the Boy Scouts of America</li> <li>• Integrated, common values and methods</li> <li>• Primary: Cubs and 11-yr old Scouts</li> </ul>
CED 715	Special Needs Scouting – Autism Spectrum	This course will provide knowledge to share with unit leaders to provide a successful learning environment.	<ul style="list-style-type: none"> <li>• Why Scouting is important to those with Autism</li> <li>• Characteristics and the variety of challenges</li> <li>• Tips for leaders, outings, and advancement</li> </ul>
CED 716	Managing Conflict	Learn to analyze conflict and apply tools to specific situations	<ul style="list-style-type: none"> <li>• Identify the cause and possible tools</li> <li>• Apply tools to specific situations</li> <li>• Goal to allow relationships to grow</li> </ul>
CED 801	Commissioner Tools Reports (Rick Hillenbrand)	This session will increase knowledge and general understanding of the reports available in Commissioner Tools.	<ul style="list-style-type: none"> <li>• Bring your laptop or tablet, however you access Commissioner Tools!</li> <li>• Learn about the Commissioner Tools Reports <ul style="list-style-type: none"> <li>○ How do I access them?</li> <li>○ How do I interpret the data in the report?</li> <li>○ How can I use the data to improve District/Council operations and Commissioner Service to units?</li> </ul> </li> </ul>
CED 802	Technology for Commissioners Q&A (Rick Hillenbrand)	This session will be presented twice, during hours 3 and 7, to allow as many people as possible to get a chance to meet Rick, and to get questions answered about Commissioner Tools.	<ul style="list-style-type: none"> <li>• Bring your laptop, tablet, or smartphone!</li> <li>• This will be a hands-on opportunity to see some of the functionality available in Commissioner Tools you may not be aware of.</li> <li>• This will be an opportunity to pull real reports for your own District or Council and be better able to utilize them.</li> </ul>

## **Additional information**

### **Overnight Lodging**

The 2018 CCS being held on Saturday, April 7, 2018, is scheduled to begin with registration at 8:00 am. Refreshments will be available before classes begin. Although this is a one-day format, finishing around 4:45 pm, lodging near the Western Illinois – Quad City Campus is available for those who wish to arrive Friday evening.

### **Hotels**

The two closest hotels to where the College will be held are:

- Stoney Creek, which is 1.2 miles away. It is just off the I-74 Bridge. If you like to stay in a place that is like a Lodge Up North this is the place. Not the cheapest but nice décor.  
101 18th St, Moline, IL 61265 - Main Telephone: 309-743-0101 - Reservations: 800-659-2220  
Website: <http://www.stoneycreekhoteles.com/hotel/travel/quadcities/home.do>
- Radisson which is 1.5 miles away again close to I74 and direct shot to the school  
1415 River Dr, Moline, IL 61265 - Main Telephone: 309-764-1000 - Reservations: 800-333-3333  
Website: <http://www.radisson.com/moline-hotel-il-61265/ilmoline>
- A touch further would be:
  - Isle of Capri which is a complex with a Casino is 3.0 miles just off I74 on the Iowa side
  - Fairfield Inn which is 4.3 miles in Moline near the airport
  - Comfort Inn which is 4.4 miles in Moline

All these can be found on the internet, along with 45 other local hotels representing almost every chain. As long as you stay close to I-74, you should not be much more than 10 minutes away from campus.

If any questions, feel free to email [Ben.Rogers@kone.com](mailto:Ben.Rogers@kone.com).

### **Friday Night - 04/06/2018**

There will be a gathering at Happy Joe's Pizza Grille for all those in town and visiting from out of town. It is located just west of WIU at 2900 River Dr, Moline, IL. They have a large food and drink menu. Dinner is on your own. Also, for you patch hounds out there, anybody that sends an RSVP to [Ben.Rogers@kone.com](mailto:Ben.Rogers@kone.com) will receive a **free** Illowa Council patch.

### **Trading Post**

A trading post to purchase Commissioner Items will be available at the Commissioner College.

## College of Commissioner Science Course Number Changes

There is a complete listing of the new course numbering system on the national Commissioner website, updated as of 2015. Some courses were dropped or moved from one degree to another and new ones were added.

We have posted a full listing of current BSA course descriptions and changes to the old BSA course listings on our website link <http://www.illowabsa.org/Commissioners/2018CommissionerCollege>. This may help you remember what courses you have previously completed.

**NOTE:** Unique courses taught at other CCS programs are not listed, and would need to be added to your history, along with the title of that course, and email a course outline or description as indicated below.

### PERSONAL COMMISSIONER TRAINING HISTORY – NEEDED INFORMATION

**Form is to be submitted with your registration. This PDF is a separate document on our CCS link.**

Name: \_\_\_\_\_ Council: \_\_\_\_\_

**Position History**, indicate number of years held in different commissioner positions:

Unit Commissioner	_____	Asst District Commissioner	_____	Other	_____	Yrs.	_____
Roundtable Commissioner	_____	Asst Council Commissioner	_____	Other	_____	Yrs.	_____
District Commissioner	_____	Council Commissioner	_____	Other	_____	Yrs.	_____

**Commissioner Recognition and Awards** - include date as MM/DD/YY

Arrowhead \_\_\_\_\_ Comm. Key \_\_\_\_\_ Distinguished Comm. \_\_\_\_\_ Other \_\_\_\_\_ Date \_\_\_\_\_

**Training Completed and/or earned** - include date as MM/DD/YY

Cub/Boy Scout Youth Protection \_\_\_\_\_ Venturing Youth Protection \_\_\_\_\_ Exploring Youth Protection \_\_\_\_\_

Basic Comm Trng	_____	Bachelor's Degree	_____	Doctorate Degree	_____
RT Comm Basic Trng	_____	Master's Degree	_____	Title of Thesis or Project:	_____
DC/ADC Basic Trng	_____	Other	_____		_____

**Commissioner College courses taken** –include year taken in the white space (if known)

This chart includes all BSA courses since 2005. Use open spaces for council classes or older BSA courses taken as part of a BCS, MCS, or DCS. Include C (council) or B (BSA) number on chart with year, and give title below.

Bachelor	101	102	103	104	105	106	107	108	109	110	111
Bachelor	112	113	114	115	116	117	118	119	121	124	127
Bachelor	127	128	129	130	150	151	152	153	154	155	156
Masters	301	302	303	304	306	307	308	309	311	312	313
Masters	314	315	316	317	318	319	321	322	323	324	325
Doctorate	501	502	503	504	505	508	514	515	520		
Continuing Ed	709	710	711	712	713	714	715	716	718	719	720
Continuing Ed	721	723	724								

**Other courses (Include course # and short title, along with year)**

Code: \_\_\_\_\_ Title: \_\_\_\_\_ Yr: \_\_\_\_\_ Code: \_\_\_\_\_ Title: \_\_\_\_\_ Yr: \_\_\_\_\_  
 Code: \_\_\_\_\_ Title: \_\_\_\_\_ Yr: \_\_\_\_\_ Code: \_\_\_\_\_ Title: \_\_\_\_\_ Yr: \_\_\_\_\_  
 Code: \_\_\_\_\_ Title: \_\_\_\_\_ Yr: \_\_\_\_\_ Code: \_\_\_\_\_ Title: \_\_\_\_\_ Yr: \_\_\_\_\_

In order to receive credit for a unique council course, you will need to email either a course outline or a description of the content of the course to the Dean of Curriculum at [Bruce.Dolder@gmail.com](mailto:Bruce.Dolder@gmail.com).

**April 7, 2018 Daniel Carter Beard Commissioner College Online Registration Information Form**

DO NOT MAIL this form in lieu of online registration. Online registration MUST be used, and is accessed through this link: <http://illowabsa.kintera.org/2018DanielBeardCCS>

You will receive a printable confirmation at the end of your registration, as well as an email confirmation from Clinton Pedigo ([the\\_89eagle@yahoo.com](mailto:the_89eagle@yahoo.com)). Add him to your address book, or check your junk folder if you do not receive.

**Contacts for Questions**

- **General Questions about CCS:** Ed Narigon 309-314-4987 [ednarigon@cfu.net](mailto:ednarigon@cfu.net)
- **Questions about Classes:** Bruce Dolder 319-530-3537 [Bruce.Dolder@gmail.com](mailto:Bruce.Dolder@gmail.com)
- **Questions about Registration Info:** Clinton Pedigo 309-362-6742 [the\\_89eagle@yahoo.com](mailto:the_89eagle@yahoo.com)
- **Issues about Registration Process:** Mia Carr 563-388-7233 [mia.carr@scouting.org](mailto:mia.carr@scouting.org)

I am registering at this Commissioner College as a (select one):  Participant  Instructor

I am applying to the College of Commissioner Science for a degree in the following program

(see Pages 3-4 for degree requirements)  Bachelors  Masters  Doctorate  Continuing Ed

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

Address: \_\_\_\_\_ Best Phone Number to reach you: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Council: \_\_\_\_\_

District: \_\_\_\_\_ Position in Scouting: \_\_\_\_\_

Are there any special dietary or medical concerns? Explain: \_\_\_\_\_

**Bring BSA Health Form A-B, especially if you have a health condition.**

Medication will be self-dispensed, and you will not be required to turn in the health form.

**Course Selection (Both students and instructors must register for courses they are taking or teaching.)**

**Submit the Online Commissioner Training History PDF (Pg. 12 information) to complete your registration.**

Be prepared to elect your first and second choice of courses from schedule on Pg. 7. Each class size is capped at 25 online, and you will need to make an alternate selection. Reference your training history (Pg. 12), Course Descriptions (Pgs. 8-11), and the separate document - Chart of Current BSA Courses posted on our CCS link.

**Registration for each class period is optional.** However, you will need to register for the courses applying to your degree. If not pre-registered, class attendance and materials will be determined on availability. You will need to contact Registrar with any class change requests after online registration is completed.

Period	1	2	3	4	5	6	7
<b>Example</b>	<b>BCS 108</b>	<b>BCS 308</b>	<b>BCS 102</b>	<b>BCS 112</b>	<b>BCS 128</b>	<b>BCS 117</b>	<b>BCS 118</b>
Desired							
Alternate							

**Tuition (includes training, handouts, refreshments, lunch, patch, and recognition certificate)**

Registered and paid by March 24 \$ 25.00 students \$ 20.00 instructors

Late registration **after March 24** \$ 30.00 students \$ 25.00 instructors

**Please pay online** using a credit or debit card.