

2019 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 6, 2019

Doors Open at 8:00 am

Classes 9:00 am to 4:45pm

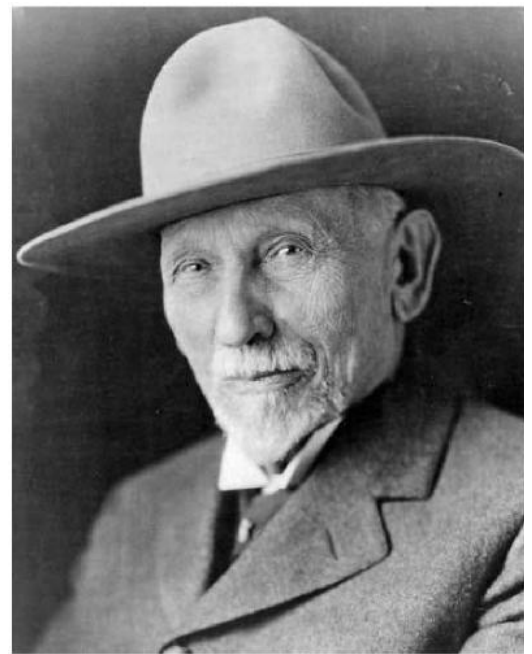
Western Illinois University - Quad Cities

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, 2018.
College of Commissioner Science page on our Council Web Site:

<https://illowabsa.org/2019/01/15/DCB-CCS-4-6/>

Then click on link for 2018 Commissioner College in the left column.

Online registration is available at:

<https://illowabsa.org/event-registration/DCB-CCS-registration/>

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,

Dennis Stewart

Dennis Stewart, Dean of College
Mississippi Valley Council

Commissioner College Staff

Title	Name and Contact Info		
College Dean	Dennis Stewart	319-759-2817	scouter07sm@mchsi.com
Dean of Curriculum	Bruce Dolder	319-530-3537	Bruce.Dolder@gmail.com
Dean of Bachelor Program	Jim Coe	309-789-9079	jimcoe67@gmail.com
Dean of Bachelor RT Program	Tom Clingerman	319-491-4934	tbclinge@gmail.com
Dean of Master Program	Steve Serrot	319-521-1450	sserrot@outlook.com
Dean of Master RT Program	Amanda Kline	319-233-5387	amanda@klinefamily.com
Dean of Doctorate Program	Ed Narigon	319-939 9600	ednarigon@cfu.net
Dean of Continuing Education	Rick Leute	563-451-3152	leute.rick@frontier.com
Director of Facilities	Ben Rogers	309-743-5658	Benscout@mchsi.com
Director of Promotion	Carm Walgamott	618-334-8496	walgamottc@aol.com
Registrar	Clinton Pedigo	630-362-6742	the_89eagle@yahoo.com
Questions on Registration	Veronique Hart-Saxton	563-388-7233x103	veronique.saxton@scouting.org

Registration information

- Tuition if paid by March 29, 2019: **\$25.00** for students **\$20.00** for instructors
- Tuition if paid **after** March 29, 2019: **\$30.00** for students **\$25.00** for instructors
- Tuition includes: training, handouts, refreshments, lunch, patch, and recognition certificate.
- 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 Guest at our 2019 Daniel Carter Beard College of Commissioner Science



Sue Simmons

Sue is a new member of the National Service Team Starting, Sustaining & Growing Units Chair

Sue Simmons began her Scouting trail like many volunteers – as a Den Leader in a local Pack. Her trail continued through leadership positions in a Troop and Crew and then on to District and Council responsibilities.

She served as a District Committee Chair and as Vice President of District Operations for the Northwest Suburban Council (Chicago), which merged into the Pathway to Adventure Council, where she continues to serve as an Executive Committee Member and Council Commissioner.

Sue has also helped train other leaders at all levels, including serving as a Wood Badge Staff Member. A Vigil member of the Order of the Arrow and Silver Beaver recipient, she considers attending a National Jamboree with her son and canoeing in the Boundary Waters with her daughter to be among her most memorable Scouting experiences.

Professionally, she holds a management position with a home care agency committed to enhancing the quality of life for its clients.

Many of you will have an opportunity to meet Sue in the coming year as she helps us deliver a new impact session and a new week-long conference on starting & sustaining units. You're in for a treat – and you'll quickly understand why we're thrilled to welcome her as a member of your team!

Earning a Commissioner Science Degree at this 2019 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 (BCS) – Requirements updated 2018

- **Prerequisites**
 - Current registration as a Commissioner
 - Current BSA Youth Protection Training Certificate
 - Completion of “Commissioner Basic Training”
- **Course Requirements**
 - Complete a minimum of seven courses of instruction
 - At least five must be from the Bachelor Degree level training

Bachelor Roundtable of Commissioner Science (BRCS) – Requirements updated 2018

- **Prerequisites**
 - Current registration as a Commissioner
 - Current BSA Youth Protection Training Certificate
 - Completion of “Commissioner Basic Training”
- **Course Requirements**
 - Complete a minimum of seven courses of instruction
 - At least five must be from the Roundtable Bachelor Degree level training

Master of Commissioner Science (MCS) – Requirements updated 2018

- **Prerequisites**
 - Current registration as a Commissioner
 - Current BSA Youth Protection Training certificate
 - Earned Commissioner Arrowhead Honor
 - Completion of Bachelor's Degree or have been awarded the Commissioner's Key
- **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

Master of Roundtable Commissioner Science (MRCS) – Requirements updated 2018

- **Prerequisites**
 - Current registration as a Commissioner
 - Current BSA Youth Protection Training certificate
 - Earned Commissioner Arrowhead Honor
 - Completion of Bachelor's Degree or have been awarded the Commissioner's Key
- **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

Doctor of Commissioner Science Degree (DCS) - Requirements updated 201/

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 or Continuing Education level training.
- Courses may not have previously been counted toward other college degrees.

- **Thesis or Project**

- It is recommended that the topic of a project or thesis be directly related to unit service.
- There may be specific circumstances under which a topic related to another area of Scouting would be appropriate.
- Local councils have the authority to approve topics related to another area of Scouting when selecting one directly related to unit service isn't appropriate or practical.
- The council commissioner or designee may authorize an alternate topic.
- This can be on any topic related to Commissioner Service.
- The topic must be pre-approved by the college of commissioner science committee.
- Complete the thesis/project using the approved format as determined by the college.
- The topic and final paper must be approved by the doctoral review committee.
- All segments (proposal, proposal acceptance, thesis/project completion, thesis acceptance) of the degree must be approved by the college of commissioner science

- **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

- **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

- The College of Commissioner Science accepts a Commissioner's course work from any Boy Scouts of America College of Commissioner Science provided that an official transcript is made available.
- The College of Commissioner Science will credit courses from another Council to be applied towards a College of Commissioner Science Degree if prior approval has been obtained from the current Dean of the College of Commissioner Science.
- Classes taken at a University of Scouting that are not listed in the B.S.A. National Curriculum (<http://www.scouting.org/scoutsource/commissioners/training.aspx>) will not be accepted for credit.
- The college will also honor Commissioner courses taken at the Philmont Training Center. (Please submit a transcript to the College of Commissioner Science Registrar.)

Degrees Earned Outside of Your Council

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

Award Recognition

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

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

Prerequisites

- Current registration as a commissioner
- Current BSA Youth Protection Training Certificate
- Completion of Doctoral Degree

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.

Recruiting

- Recruit (or assist in recruiting) at least three new Commissioners during tenure as a Commissioner.

Final Approval

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

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 2019 Daniel Carter Beard College of Commissioner Science

	8:00 am – 8:30 am	Check In
Common	8:30 am – 8:45 am	Opening of CCS, recognition of special guests, etc
Activities in	11:40 am – 12:30 pm	Lunch
Multi-Purpose	4:15 pm – 4:40 pm	Closing and recognition
room	4:40 pm – 4:50 pm	Commissioning Ceremony

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 222 for Bachelors.

Already have your Bachelor degree? Take all classes in Room 224 toward Masters. Doctorate courses would be in Room 226.

Or you can mix and match classes not previously taken. See Degree requirements on page 3.

Period	1	2	3	4	Lunch	5	6	7
Room #	8:50-9:40	9:45-10:35	10:40-11:30	11:40:12:30	12:35-1:25	1:30-2:20	2:25-3:15	3:20-4:10
Room 222 (BCS)	BCS 101 Core Concepts of Commish Service	BCS 102 Supporting Timely Charter Renewal	BCS 103 Linking District Resources	BCS 201 S G U E E S T R E A K E R	L U N C H	BCS 104 Contacting Units	BCS 105 Resolving Common Unit Issues	BCS 107 Journey to Excellence
Room 224 (MCS)	MCS 302 On-Time Charter Renewal	MCS 304 Commissioner Service for Units at Risk	MCS 305 Resolving Critical Issues			MCS 306 Mentoring Skills	MCS 307 Commissioner Svc for Newly Formed Units	MCS 309 Good Comms Need Both Head & Heart
Room 226 (DCS)	DCS 501 Selecting Your Project or Thesis Topic	DCS 502 Limiting the Scope of the Topic	DCS 503 Developing Your Project or Thesis			DCS 504 Project Thesis Open Workshop Forum	DCS 506 Coaching for Administrative Commissioners	DCS 512 Commissioner Recruiting Workshop
Room 118 (BRT)	BCS 150 Roundtables in Commissioner Service	BCS 151 The Roundtable Commissioner Team	BCS 152 The Year-Round RT Planning Proc & Promotion			BCS 153 Roundtable and Commissioner Tools	BCS 154 Cub Scout Roundtables	BCS 155 Boy Scout Roundtables
Room 120 (MRT)	MCS 350 Unit and RT Comms Working Together	MCS 352 Roundtable is Over, Now What	MCS 353 The Cub Scout Breakout			MCS 354 The Boy Scout Breakout	MCS 357 Managing Long Distance Roundtables	MCS 358 Roundtables and Solving Unit Problems
Room 228 (CED)	BCS 106 Coaching Leaders	BCS 112 Recruiting Unit Commissioners	BCS 116 Collaborative Assessments			BCS 117 Commissioner & Unit Key 3	CED 701 Combatting Comm Stress and Burnout	CED 716 Conflict Resolution for Commissioners
Room 230 (CED)	MCS 314 The Commish & the Professional	MCS 351 How to Conduct the Annual Planning Session	MCS 315 Effective Unit Service in Rural Communities			MCS 316 Developing the Unit Service Plan	DCS 514 Building Meaningful Relationships	DCS 516 Succeeding with the Unit Service Plan

Course and Instructor Statements

- EVERYONE SHOULD REGISTER FOR SESSION BCS 201 – GUEST SPEAKER!
- You may register for less than seven classes, but to receive the appropriate degree certificate, participants must register for seven classes, AND attend all 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.
- 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	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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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 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.	<ul style="list-style-type: none"> Recognize the importance of coaching Employ coaching methods to address different situations Evaluate options for resolution
BCS 107	Journey to Excellence	JTE is the BSA's tool for helping leaders plan their program, monitor progress and assess their Scouting success. Scouting success takes many forms, and JTE success employs a "balanced scorecard" as a result. The standards enable both large Scout units and small ones to succeed — as long as they provide good Scouting to youth.	<ul style="list-style-type: none"> 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 112	Recruiting Unit Commissioners	District commissioners take ownership of the district team of commissioners to ensure that all units are well cared for throughout the year. This course will focus on recruiting.	<ul style="list-style-type: none"> Identify and recruit candidates for commissioner service Understand the 5 P's of recruiting commissioners Explore skills needed for successful commissioner service
BCS 116	Collaborative Assessments	This course examines and discusses the need for collaboration in assessing unit's strengths and needs, build a Unit Service Plan and record in Commissioner Tools.	<ul style="list-style-type: none"> Understand the importance of the Collaborative Assessment Develop and utilize a Unit Service Plan Assess and record results of the Unit Service Plan in Commissioner Tools
BCS 117	Commissioner and Unit Key 3	In this course, we examine the roles of the unit Key 3 and how Commissioners work with and coach each.	<ul style="list-style-type: none"> Identify the roles of the unit key 3 leadership Create a working bond between the key 3 and the commissioner. Translate unit key 3 equals stronger units

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	This course reviews and reinforces how roundtables fit into the commissioner service structure by providing roundtable services to unit leaders.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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	In this course, the participants 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.	<ul style="list-style-type: none"> 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	Roundtable and Commissioner Tools	In this course, the participants 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.	<ul style="list-style-type: none"> UNDERSTAND the information available within Commissioner Tools UNDERSTAND the Reports available from Commissioner Tools DESCRIBE how to identify information to improve unit service
BCS 154	Cub Scout Roundtable	Cub Scout Roundtables is normally the first district event that a new leader attends. 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.	<ul style="list-style-type: none"> 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 Roundtable	Boy Scout roundtables provide Scout leaders with the resources they need to provide a better program in their unit. 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 skill to do.”	<ul style="list-style-type: none"> 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 Boy Scout leaders with “the will to do, and skill to do”

College of Commissioner Science
Continuing Education Course Descriptions

Course #	Title	Description/objective	Some of what the participant will learn
CED 701	Combatting Commissioner Stress and Burnout	This session is designed to examine indicators of stress, how stress affects those around us, and how we might overcome these negative manifestations.	<ul style="list-style-type: none"> Define commissioner stress/burnout. Explore symptoms of stress. Explain how the effects of stress can affect those around you. Synthesize a list of things that commissioners can do to prevent or overcome possible burnout. Privately complete burnout self-evaluation survey
CED 716	Conflict Resolution for Commissioners	Conflict arises from differences. It occurs whenever people disagree over their values, motivations, perceptions, ideas, or desires. Sometimes these differences look trivial, but when a conflict triggers strong feelings, a deep personal need is at the core of the problem, a need to feel safe and secure, a need to feel respected and valued.	<ul style="list-style-type: none"> Analyze the source and cause of conflict Identify tools to help mediate conflict Learn to apply the tools to specific situations

College of Commissioner Science

Master Degree Course Descriptions

Course #	Title	Description/objective	Some of what the participant will learn
MCS 302	On-Time Charter Renewal	This session explores leadership techniques to prepare, guide, and support units in completing accurate charter renewal applications on-time.	<ul style="list-style-type: none"> 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
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.	<ul style="list-style-type: none"> 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
MCS 305	Resolving Critical Issues	In this course you will practice and discuss making a detailed assessment and unit service plan for units with different issues.	<ul style="list-style-type: none"> 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
MCS 306	Mentoring Skills	The course will discuss the new mentoring model, differences of coaching and mentoring and how it applies to commissioner service.	<ul style="list-style-type: none"> 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
MCS 307	Commissioner Service for Newly Formed Units	In this course, a commissioner will learn the role of a new-unit commissioner and become familiar with working side by side with a new unit organizer.	<ul style="list-style-type: none"> Define the role of a New-Unit Commissioner Establish the difference between a New-Unit Commissioner and a Unit Commissioner Understand the partnership between the New-Unit Commissioner and the New-Unit Organizer
MCS 309	Good Commissioners Need Both Head and Heart	In this course, we will discuss how the servant leadership concept is carried out in Commissioner Service	<ul style="list-style-type: none"> 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
MCS 314	The Commissioner & 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?	<ul style="list-style-type: none"> 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 315	Effective Unit Service in Rural Communities	In this course, the participants will learn about the characteristics of a rural community and how to work with a rural community to maintain an effective unit.	<ul style="list-style-type: none"> Understand the unique situation of rural units and working with them. Learn methods for recruiting leaders and scouts in small and spread out communities Know several methods to reduce cost of membership for families. Know methods for providing Scouting in small units.
MCS 316	Developing the Unit Service Plan	This course is designed to provide understanding of the various components comprising a detailed unit health assessment, identify arising problems and issues, and develop a successful unit service plan based on the outcome of a thorough, collaborative, detailed unit health assessment.	<ul style="list-style-type: none"> 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.

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

Course #	Title	Description/objective	Some of what the participant will learn
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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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
MCS 357	Managing Long Distance Roundtables	This course will provide an understanding of the current resources available to enhance long distance roundtables.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.

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 assists doctoral candidates in selecting their project/thesis concept.	<ul style="list-style-type: none"> 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
DCS 502	Limiting the Scope of the Topic	Doctoral candidates explore various procedures to reduce their topic to a workable size. A suggested approval process will also be shared.	<ul style="list-style-type: none"> Select a specific project/thesis Complete Specific, Measurable, Attainable, Relevant, Timely (SMART) analysis for the selected project/thesis.
DCS 503	Developing the Thesis / Project	This session covers the project/thesis outline and a variety of suggestions for writing and revising the report.	<ul style="list-style-type: none"> 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
DCS 504	Thesis/Project Workshop	This Q&A open forum provides doctoral candidates an opportunity to review completed projects and theses instilling confidence that this task is attainable.	<ul style="list-style-type: none"> 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
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	<ul style="list-style-type: none"> 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
DCS 512	Commissioner Recruiting Workshop	This workshop is designed to allow participants the opportunity to practice recruiting commissioners using the "Roster Mining" method.	<ul style="list-style-type: none"> A Commissioner will be able to utilize the "Roster Mining" method of recruiting
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.	<ul style="list-style-type: none"> 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 administrative commissioners will need comprehensive data to set the course for unit success	<ul style="list-style-type: none"> 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.

Additional information

Overnight Lodging

The 2019 CCS being held on Saturday, April 6, 2019, 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 at Benscout@mchsi.com.

Friday Night - 04/05/2019

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 at Benscout@mchsi.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 2018. Some courses were dropped or moved from one degree to another and new ones were added.

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 taken.

Bachelor	101	102	103	104	105	106	107	108	109	110
Bachelor	111	112	113	114	115	116	117	118	119	120
Bachelor	121	122	123	124	125	126	127	128	129	130
Bachelor RT	150	151	152	153	154	155	156			
Masters	301	302	303	304	305	306	307	308	309	310
Masters	311	312	313	314	315	316	317	318	319	320
Masters	321	322	323	324	325					
Masters RT	350	351	352	353	354	355	356	357	358	
Doctorate	501	502	503	504	505	508	514	515	520	
Continuing Ed	701	707	709	710	711	712	713	714	715	716
Continuing Ed	717	718	719	720	721	722	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.

April 6, 2019 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: <https://illowabsa.org/event-registration/DCB-CCS-registration/>

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). Add him to your address book or check your junk folder if you do not receive.

Contacts for Questions

General Questions about CCS: Dennis Stewart 319-759-2817 scouter07sm@mchsi.com
Questions about Classes: Bruce Dolder 319-530-3537 Bruce.Dolder@gmail.com
Questions re: Registration Info: Clinton Pedigo 309-362-6742 the.89eagle@yahoo.com
Issues with Registration Process: Veronique Hart-Saxton 563-388-7233 x103 veronique.saxton@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 the following program (see Pages 3-4 for degree requirements)

- Bachelors of Comm Science Masters of Comm Science Doctorate of Comm Science
 Bachelors of Roundtable Science Masters of Roundtable Science 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
Example	BCS 108	BCS 308	BCS 102	BCS 112	BCS 128	BCS 117	BCS 118
Desired							
Alternate							

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

Registered and paid by March 23, 2019 \$ 25.00 students \$ 20.00 instructors
 Late registration **after March 24, 2019** \$ 30.00 students \$ 25.00 instructors

Please pay online using a credit or debit card.