CST-16 2025 College of Commissioner Science Course Catalog

This course catalog provides information for class registration, overnight camping options, and meal options. Please review this document prior to logging in to the college registration system

The Bachelor Program consists of courses that build upon commissioner basic training. Basic training should be completed before beginning the bachelor’s degree program. The courses cover some of the same topics but they are all covered more in-depth and with more student interaction. Councils may also allow prospective commissioners to attend, providing an opportunity to see the additional training available and learn more about their position.

The Master’s Program offers more advanced courses. These courses will be most beneficial to more experienced commissioners. Again, many of the topics are familiar but are explained in more detail with more student interaction.

The Doctorate Program provides advanced coursework and requires participants to write a thesis or complete a project related to unit service. The thesis or project affords commissioners an opportunity to apply what they have learned through the college to their duties as commissioners and expand the knowledge base of unit service as a whole. Councils should post completed projects and papers on their website so that other commissioners can review them.

The Continuing Education curriculum was created to encourage commissioners to continue their learning so that they can build upon their skills and knowledge base. In addition, councils can offer some locally produced content, addressing unique and specialized topics.

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Section 1 – Registration

1. All participants must register for enrollment in the CCS at this link:
2. <https://scoutingevent.com/083-CST162024CCS>
3. Information marked with an asterisk are mandatory items needed to ensure proper recording of completed training is accomplished.
4. Registration deadline is January 15, 2025.
5. There is a standard registration fee for all participants of $15.
6. NOTE to Staff: on the first page, please enter a “1” for both Participants and Staff.

Section 1 – Courses

1. All participants, except staff that will only be instructing, must select courses during the registration process.
2. It is recommended that all participants maintain a current *Doctorate of Commissioner Science Knot Personal Progress Record*. Although this is primarily designed to track progress towards a doctorate degree. It is very useful in tracking your progress through all the degree program requirements. All participants will be issued one at the end of the college. If you already have one, bring it with you and we will update it at the end of the event.
3. Participants are not required to take all courses in a single degree track. Participants my take courses from any degree track if they have already achieved their degree goals or are not interested in obtaining a degree.
4. The course offerings are as follows:

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| Bachelors Course Descriptions 2025 |
| **108** | **Mining Internet Resources** | Commissioners are asked many questions and assumed to be experts on everything. Although they may wish to be an expert, knowing where to find information can make them a virtual expert. This course concentrates not on the local “who do you call” but on using the internet, in effect, mining internet resources. |
| **114** | **Understanding & Communicating with Today’s Leaders** | We, as commissioners, need to understand the differences in relating to the generations involved in scouting and inclusiveness. This course encourages understanding between the different generations – particularly Generation X and Millennials – to help commissioners better communicate with their units. |
| **115** | **Commissioners - The Single Best Resource** | An effective commissioner provides unit leadership with information and guidance on the latest changes in their specific program, whether Cub Scouts or Sea Scouts. Change is a constant throughout the national level programs, and flowing down this information is essential to ensure quality programs for all BSA youth participants and program participants. |
| **116** | **Collaborative Assessments** | This course examines and discusses the need for collaboration in assessing unit’s strengths and needs to build a Unit Service Plan with the unit leaders and record progress in Commissioner Tools in working toward their goals. |
| **117** | **Commissioner & Unit Key 3** | This course examines the roles of the Unit Key 3, the role of the unit commissioner and the relationship developed through communication, collaboration and assessment. |
| **120** | **Technology for Unit Commissioners** | This course highlights the best technology tools for commissioners to use in providing unit service. It explains why these tools are the most effective, how to find them, and tips for using the information available in these tools to improve unit service. |
| 152 | **Planning, Implementing and Promoting Roundtables** | In this course, the participants will be learning how to plan and implement a roundtable to best serve the units in their districts and councils. They will also discuss how to promote roundtables to units they serve and to new leaders.  |

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| Masters Course Descriptions 2025 |
| Course Number | Course Title | Course Description |
| 309 | **Good Commissioners Need Both Head and Heart** | In this course, we will discuss how the servant leadership concept is concept is carried out in service to units using your head and heart.  |
| 310 | **Succession Planning** | Adult leadership changes. To support the orderly change of leadership it is important to encourage each unit to create a long-term succession plan. Commissioners need to understand the process to support the development and maintenance of a succession plan in the units they support. |
| 312 | **Recruiting the 21st Century Commissioner** | All commissioners are responsible for recruiting other commissioners. This course familiarizes commissioners on the considerations and techniques that support recruiting volunteers who represent the generations of the 21st century. |
| 313 | **Onboarding New Commissioners** | This course discusses the importance of onboarding commissioners into their new position and talk about who is responsible for making sure that onboarding happens. The onboarding process and how it is to be completed Is also discussed. |
| 314 | **TheCommissionerand theProfessional** | Learn more about the relationship between the commissioner and the professional; how they can work closely together to reach the common goal of providing quality service to units.  |
| 316 | **The Unit Service Plan** | The Collaborative Assessment of a unit gives an in-depth picture of the unit, its strengths, and its needs. To work toward making systematic changes in the unit’s service to youth, the Key 3 with the commissioner develops a Unit Service Plan using information from the Collaborative Assessment and other sources. |
| 350 | **Unit and Roundtable Commissioners Working Together** | While unit commissioners and roundtable commissioners wear distinct position patches, denoting their field of expertise, both patches feature the wreath of service *and for good reason*! Unit commissioners and roundtable commissioners work together to ensure unit leaders have the support they need to succeed. Remember: “Roundtable is unit service.” |

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| Doctorate Course Descriptions 2025 |
| Course Number | Course Title | Course Description |
| 501 | Selecting & Limiting the Scope of Your Project or Thesis Topic  | This session assists the doctoral candidate in selecting a topic for their project or thesis. The candidate will also explore various methods of limiting the focus of the project or thesis so that completion is achievable.  |
| 503 | Developing Your Project/Thesis | This session discusses various suggestions for developing a project or thesis outline and writing the final report for submission to your doctoral advisor.  |
| 506 | Coaching Commissioners | Coaching is about relationships. It is the ability to listen, to observe, to share, to support and to engage in a way that will help others solve their own problems, grow as individuals and attain their full potential. This class will focus on coaching skills for administrative commissioners. |
| 514 | Building Meaningful Relationships | Commissioner service is all about relationships. This session discusses 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. |
| 516 | The Unit Service Plan and the District | This session examines the district commissioner’s role in completing unit service plans and how the district committee plays a key role in service plan completion. |
| 550 | Leveraging Roundtable in Unit Service | Through roundtable, all commissioners provide a vital service to units.  In this course, commissioners will learn how to maximize the effectiveness of the district commissioner meeting when it comes to serving unit leaders through the monthly roundtable |
| CFC-601 | Project/Thesis Workshop | This workshop will help Doctoral Candidates working in groups to build on their ideas that they began formulating in the morning sessions.  Hopefully, ideas discussed will help candidates bring their plan together.  |

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| **Continuing Education Course Descriptions 2025** |
| **Course Number** | **Course Title** | **Course Description** |
| **701** | **Combatting Commissioner Stress/Burnout** | We’ve all had our moments when we ask ourselves, “Why are we involved in Scouting? Why are we doing this?” This course will look at some ways we can help overcome those burnout and stressful situations and motivate ourselves and others toward better tenure in the BSA. |
| **716** | **Navigating Difficult Conversations** | Scouting is full of conversations. Most are pleasant and productive- but at times, differences can arise. It occurs whenever people disagree over their values, motivations, perceptions, ideas, or desires. Sometimes these differences appear trivial, but they can trigger strong emotions. As commissioners, we need to be able to navigate these difficult conversations in a way that leaves everyone feeling heard, understood and valued. . |
| **720** | **A Commissioner's Introduction to Valuing Diversity** | The purpose of this course is to increase knowledge and general understanding of diversity issues without making value judgments or calling into question peoples’ religious, culture, or political beliefs and affiliations as well as physical and cognitive skills, health issues and life experiences. |
| **751** | **Role of the Administrative Commissioner in the Roundtable Program** | The Role of the Administrative Commissioner in the Roundtable Program. This course describes how to create a roundtable culture committed to unit service, discusses developing a team with that mindset, and talks about how administrative commissioners such as the Assistant Council Commissioner for Roundtable and the Assistant District Commissioner for Roundtable can be reliable resources for units at the district and council level. We’ll also learn how nurturing relationships helps build an effective roundtable commissioner team. |

Section 3 – Camping Options

1. Participants are not required to remain overnight at Camp La-No-Che.
2. All campsites have private shower and private toilet facilities.
3. If participants elect to remain on-site overnight, the following options are available with associated costs:



Section 4 – Meal Options

1. Participants are not required to eat provided meals.
2. If participating in meal program, please identify any food allergies in the registration section.
3. Coffee will be available throughout periods of instruction.
4. If participants elect to participate in the meal options, the following meal menus are available with associated costs:

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| Fri Dinner | Sat Bkfst | Sat Lunch | Sat Diner | Sun Bkfst |
|  $ 11.50  |  $ 10.50  |  $ 10.50  |  $ 10.75  |  $ 9.00  |
|   |   |   |   |   |
| Grilled Chicken | Breakfast Skillet | Hamburger | Lasagna | Biscuits |
| Baked Potato | Applewood Bacon | Cheeseburger | Garlic Bread | Sausage & Gravy |
| Corn | Hash Brown | Fries | Italian Ice Drinks | Fresh Fruit |
| Hawaiian Roll | Fruit | Jello w/Pears |   | Sausage |
| Drinks | Juice | Drinks |   | Biscuits |
|   | Milk |   |   | Milk  |
|   | Coffee  |   |   | Juice |
|   | Tea |   |   | Coffee |

Section 5 – CCS General Schedule (See Attachment 1, Tab CCS Schedule)

1. There will be 8 instructional sessions. The first one will be a Continuing Education course (CED-716, Navigating Difficult Discussions) offered on Friday evening after dinner, and 7 sessions will be held on Saturday as identified in following chart.
2. The chart will be updated on occasion in the event of changes to courses or instructors. It should be used as a guide in deciding what courses can be taken during each session.

Section 6 – CCS Staff

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|   | Bachelors | Masters | Doctorate | Cont. Ed. |
| Dean | Mary Todd | Matt Kamat | Lucy Slaton | Charlene Neuterman |
|   | Tyler Griffin | Matthew Cordani | Norm Kasch | Bill Gilliland |
|   | Mike Hockman | Bob Swain | Mike Hockman | Mike Soares |
|   | Mark Landers | Bill Haggard | Rafael Jovet-Ramos |  Steve Brindle |
|   |   | Jim Ronayne | Chris Ratzel |   |
|   |   | Don Oliver | Reggie Watts  |   |
|   |   | AJ Clinkenbeard |   |   |