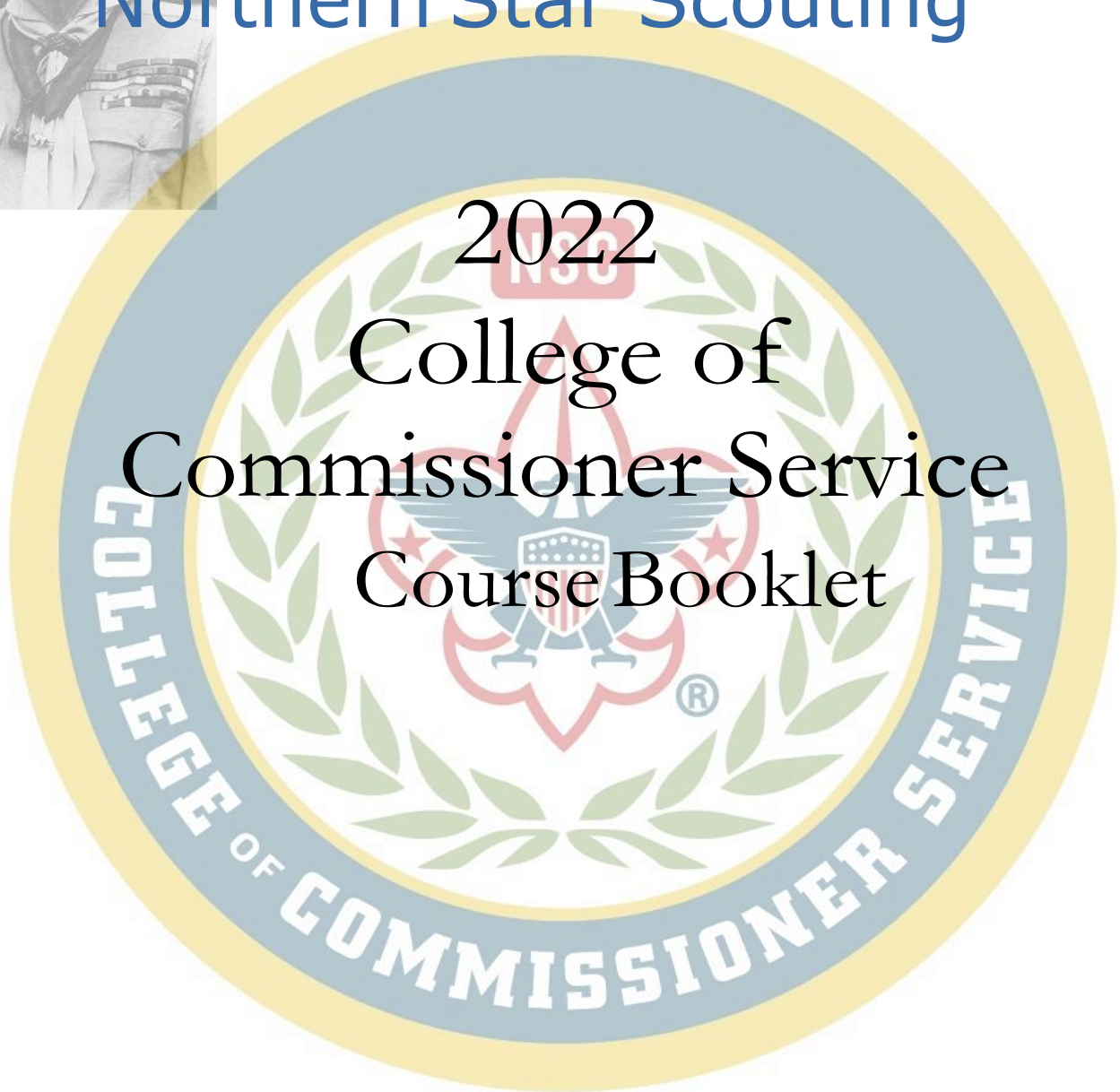




# Northern Star Scouting



## 2022 College of Commissioner Service Course Booklet

Saturday, November 12, 2022  
Live & Virtual Training



## **What's New for 2022**

- **New course offerings** to enhance the training experience for all our commissioners.
- We have added **additional electives** to provide more choices for both new and experienced commissioners.
- **Enjoy the 2022 Commissioners College** in-person or from the comfort of your living room or den!
- **Hybrid Learning**, The Bachelor's, Master's, Doctorate, Advanced Studies, and Continuing Education programs will be offered both virtually and in person. Those choosing the virtual format for Doctorate and Advanced Studies may only choose courses marked with “V” in the catalog.
- **Additional Advanced Studies courses** (those who have completed their Master's or Doctorate degree): For those attending in person, in addition to the Advanced Studies core required courses, you are able to register for any class offered at the college that will best suit your training needs.
- Back by popular demand, we are offering open discussion **Continuing Education Sessions** for commissioners who want to hone their commissioner skills, without following the college degree format.
- **The Focus Session** will feature tips on supporting and recruiting new volunteers.

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# Welcome!

Welcome to the 2022 session of Northern Star Scouting's College of Commissioner Service.

I want to thank you for your commitment to service and for supporting our scouting units to deliver the promise of scouting. Your investment in our units and their communities is enhanced by your commitment to continue growth in knowledge, skill and relationships. I appreciate your continued commitment and support – helping each other to better serve the scouting community.

As part of your growth, I encourage you to develop and deepen your relationships inside and outside of Scouting. “Helping other people at all times” is at the core of our credo and is the foundation upon which our support is based. Your commitment to Scouting has never been more critical as we help our youth grow and mature in leadership during very trying and unique times.

Together we can learn and share experiences within the wreath of service. Continue to look for new (and old) ways to build connections – at the unit and the community level. Our support of each other will enable us to grow and help Scouting grow as well. Listen, be creative, try new things, learn from both success and failures – all in the spirit of service.

The College is your chance to help improve your capabilities and by extension, those of your units' leaders through your leadership and effective coaching. We are committed to help you and your contribution to unit service. Thank you for investing in yourself and in Scouting!

Looking forward to connecting in November!

Yours in Scouting,

Paul Kaus  
Council Commissioner  
Northern Star Scouting

## What Program Do I Register For?

**Bachelor of Commissioner Service:** The Bachelor's program is open to anyone who has completed Unit Commissioner Basic Training. The Bachelor's program offers courses to supplement and build on your basic training skills. **See page 7.**

**Master of Commissioner Service:** The Master's program is advanced training that follows completion of the Bachelor's program. This program offers courses to enable commissioners to work effectively with specific unit needs and special needs of Scouts in your unit. Learn concepts like "unit lifesaving" and learn skills for developing unit leaders. **See page 8.**

**Doctorate of Commissioner Service:** The Doctorate program follows completion of the Master's program and includes carrying out a project that benefits an area of scouting. Doctoral candidates will attend advanced training courses and make a presentation on their completed project. **See page 9.**

**Advanced Studies:** The Advanced Studies program offers courses to supplement previous commissioner training. The program is intended for commissioners who have completed the Master's program or Doctorate program and who are interested in learning more – plus enjoying fellowship with other commissioners. **See page 11.**

**Continuing Education:** The Continuing Education program is a non-degreed opportunity for commissioners of any level to participate in a group discussion on key unit issues commissioners need to address. **See page 12.**

# Schedule

The degree granting programs require completion of 8 sessions in one day. Below is the schedule of the day.

In person participants will get a personalized class schedule at check-in. Virtual participants will receive a link for participation.

8:00- 8:30	Registration and Fellowship
8:30-8:45	Opening and Welcome
8:45-9:15	Session 1 - Keynote
9:20-10:05	Session 2
10:10-10:55	Session 3
11:00-11:45	Session 4
12:00-12:45	Lunch and Fellowship
12:50-1:35	Session 5 - Focus Session
1:40-2:25	Session 6
2:30-3:15	Session 7
3:20-4:05	Session 8
4:10-4:45	Graduation and Pictures
4:45-5:00	Closing

Session 1 is a Keynote presentation to start the day with an inspirational message!

Session 5 is a general session, with a focus topic for everyone attending the college.

Sessions 2, 3, 4, 6, 7, and 8 cover the core and elective courses of different degree programs.

## **Keynote Presentation**

Our world has changed drastically in the last two years. Perhaps the most evident consequence has been the effect on our youth and Scouts. With attending school virtually, being cut off from friends and youth activities, our Scouts lost a lot of their in-person interaction with the world. They are more than a little anxious about our current state of affairs.

Scouting is more important than ever to develop the life skills and outdoor experiences so valuable to our youth. How can we help our Scouts re-engage with the world around them and make Scouting that safe place?

## **Focus Session**

### **Care & Feeding of District Leaders**

Volunteers are vital not only as leaders to our scouting units, but also to support all of the District and Council Committee programs and functions. Where many of the historic District volunteer roles migrated to Council level committees, there are still many key functions at each District supporting scout units. The Commissioner and Membership teams are vital to our packs, troops and crews.

With the change to the Units First initiative in Northern Star Scouting, it is more important than ever to have the support of many hands to keep the outing in scouting. Here is the challenge: How does the Leadership of Council Training teams, Advancement, Activities and other Key Council Committees get to know who the new leaders are at the Unit and District level, that can round out training and Council Committee needs? How do we find and retain these future leaders?

In this focus session, you learn from our panel on ways they have been successful to identify, nurture, and feed our very important volunteer resource. We will learn from this session best practices ways to find and retain our key volunteers.

**Intro video by Brian Reiners**

**Followed by group discussion**

# BACHELORS OF COMMISSIONER SERVICE DEGREE

**Jeff Wiser, Dean**

## **A. Prerequisites**

1. Completion of Unit Commissioner Basic Training
2. Current BSA Youth Protection Training certificate

## **B. Requirements**

1. Register as a candidate for the Bachelor's degree, with proper fees
2. Complete a minimum of eight courses of instruction from the college, including the core courses specified below for the Bachelor's program curriculum.
3. Be recommended for the degree by the dean of the bachelor's program.

**C. Course detail for this degree:** You must take the six core courses listed below, plus two electives from the list below. **Virtual program will offer all core classes, plus electives marked with V.**

**BCS 201** – Keynote (Core) V

**BCS 202** – Focus Session (Core) V

**BCS 105** – Commissioners Building Unit Relationships (Core) V

**BCS 201** – Let's Get Started Using Commissioner Tools (Core) V

**BCS 212** – Utilizing Scoutbook Tools (Core) V

**BCS 219** – How Pack/Troop Relationship Improves Both Units (Core) V

**BCS 213** – Your Role in Improving Youth Retention (Elective) V

**BCS 218** – Communication: How Best to Deliver the Message (Elective)

**BCS 220** – Recruiting and Keeping Volunteers (Elective)

**BCS 221** – Selling the value of Scouting to Cub Scout Parents (Elective) V



# **MASTERS OF COMMISSIONER SERVICE DEGREE**

**Jay Herbrand, Dean**

## **A. Prerequisites**

1. Hold an earned Bachelor's of Commissioner Service Degree from this college or another recognized BSA College of Commissioner Service.
2. Hold a current BSA Youth Protection Training certificate.

## **B. Requirements**

1. Register as a candidate for the Master's degree with proper fees
2. Complete a minimum of 16 total courses of instructions from this college or another recognized BSA College of Commissioner Service, including the core and elective courses specified for the Master's degree curriculum, and be recommended for the degree by the dean of the Master's program.

**C. Course detail for this degree:** You must take the five core courses and three electives that you select from the list below. **Virtual program will offer all core classes, plus electives marked with V.**

**MCS 201** – Keynote (Core) V

**MCS 202** – Focus Session (Core) V

**MCS 304** Service to Units at Risk (Core) V

**MCS 306** Mentoring Skills (Core) V

**MCS 408** Selecting and Developing Your Doctorate Project (Core) V

**MCS 307** Serving Newly Formed Units (Elective)

**MCS 308** Venturing and the Commissioner (Elective)

**MCS 312** Building a 21<sup>st</sup> Century Commissioner Team (Elective)

**MCS 315** Effective Unit Service in Rural Communities (Elective) V

**MCS 352** The New Look of Roundtable (Elective) V

**MCS 410** Coaching for Success and Managing Conflict (Elective) V

# DOCTORATE OF COMMISSIONER SERVICE DEGREE

**Kirt Boston, Dean**

## **A. Prerequisites**

1. Hold an earned Master of Commissioner Service Degree from this college or another recognized BSA College of Commissioner Service.
2. Hold a current BSA Youth Protection Training certificate.

## **B. Requirements**

1. Register as a candidate for the Doctorate degree with proper fees.  
Contact the dean of the Doctorate program for a special registration password, at **kcbostn129@aol.com** or **612-281-4439**, by **November 1, 2022**.
2. Complete a minimum of 24 total courses of instruction from this college or another recognized BSA College of Commissioner Service, including the core and elective courses specified for the Doctorate program curriculum.
3. Complete an approved project on a topic of benefit to Scouting related to commissioner service.
4. Be recommended for the degree by the dean of the Doctorate program

**C. Course detail for this degree:** You must take the eight courses from the Doctorate list below.

**DCS 201** – Keynote (Core) V

**DCS 202** – Focus Session (Core) V

**DCS 507** – Recruiting for Diversity (Core) V

**DCS 509** – A Legacy of Servant Leadership (Core) V

**DCS 514** – Building Meaningful Relationships (Core) V

**DCS 550** – Leveraging Roundtables (Core) V

**DCS 604** – Doctorate Project Presentations Seminar - I (Core) V

**DCS 605** – Doctorate Project Presentations Seminar - II (Core) V

# The Doctoral Project

Candidates for the Doctorate degree will typically complete their Doctoral project in the 12 months between completing their Master's degree and the next session of the college. Projects should be substantially completed before a candidate registers for the Doctorate degree.

## Project Requirements

1. The Dean of the Doctoral program or the commissioner College President must approve the project's topic before you start.
2. The project must be on a topic of benefit to Scouting related to commissioner service.
3. The project topic must show initiative through originality or by adapting an established activity to a new environment or theme. A typical project requires planning as well as implementation.
4. A typical project involves a medium level of effort – similar to a Wood Badge ticket item. The level of effort might involve two months of part- time Scouting work.
5. The project must not have been used to fulfill requirements for other training or service recognitions.
6. The candidate must attend the College of Commissioner Service and describe the project during a Doctorate Project Presentations Seminar (DCS 604 or 605).

A project abstract is required for approval by the dean of the Doctoral degree program. The abstract should be between half a page and one page in length when using 12 pt size font. The abstract will provide a summary of the project that includes the name of the project in the title, why the project was performed, how the project was performed, how the project benefits Scouting and the timeliness of the project.

Contact Kirt Boston, Dean of the Doctorate program, for a special registration password at **kcbostn129@aol.com** or **612-281-4439**, by **November 1, 2022**.

# **ADVANCED STUDIES COMMISSIONER SERVICE DEGREE**

**Bob Elliott, Dean**

## **A. Prerequisites**

1. Hold an earned Master of Commissioner Service or Doctorate of Commissioner Service Degree from this college or another recognized BSA College of Commissioner Service.
2. Hold a current BSA Youth Protection Training certificate.

## **B. Requirements**

1. Register as a candidate for the Advanced Studies degree with proper fees and be recommended for the degree by the dean of the advanced studies program.
2. Complete a minimum of eight sessions of instruction from the college.

**C. Course detail for this degree:** Those attending virtually will take all Advanced Studies courses marked V.

Those attending in person must take the five core courses listed below and three other courses from the Bachelor's degree courses on page 7, Master's degree courses on page 8, Doctorate courses on page 9, and Continuing Education courses on page 12. The registration system will present the list of possible courses you may choose from as part of your registration process.

**ASC 201** – Keynote (Core) V

**ASC 202** – Focus Session (Core) V

**ASC 810** – Resolving Conflict (Core) V

**ASC 811** – Destructive Behaviors and Helpful Resources (Core) V

**BCS 213** – Your Role in Improving Youth Retention V

**BCS 212** – Utilizing Scoutbook Tools V

**MCS 352** – The New Look of Roundtable V

**CED 850** – Forum C – Communication Methods V

**MCS 408** – Selecting and Developing Your Doctorate Project (Core) In person

**DCS 605** – Doctorate Project Presentations Seminar - II (Elective)

# CONTINUING EDUCATION

**Katie Dettmann, Dean**

## **A. Prerequisites**

1. Be a currently registered commissioner.
2. Hold a current BSA Youth Protection Training certificate.

## **B. Requirements**

1. Be interested in sharing your experiences as a commissioner.
2. Participate in discussions about pertinent topics as a commissioner.
3. Be willing to learn and expand your talents as a commissioner.

**C. Course Details:** The Continuing Education track has been added for those commissioners who are looking for a flexible and non-degree training experience. Beyond participating in the keynote and focus sessions, four 45-minute discussion forums will be offered. This provides participants the opportunity to learn from their peers along with time for informative discussion and fellowship.

**CED 201** – Keynote Session V

**CED 202** – Focus Session V

**CED 850** – Commissioner Topics: Discussion Forums A, B, C, and D

Discussion topics include the following:

**Forum A – Communicating the Value of Scouting:** How often have you heard, "We are already so busy" as the reason why a family passes on the opportunity to join Cub Scouts? This session will help you learn why it is essential to effectively communicate the value of Scouting to Cub Scout families and give you some tools to do so. **V**

**Forum B – Succession Planning:** Leadership turnover within units can cause great upheaval and stress. Use the Seven Step Planning Process to learn how to find and assess future leaders. **V**

**Forum C – Communication Methods:** As new families come into units, new communication tools and styles are introduced. How do you keep Scouts and families informed in a world of information overload? **V**

**Forum D – Den and Pack Meeting Formats:** From in-person to virtual and back again, we have had to learn to pivot. In a time of pandemics, how do you prepare and have plans in place to transition meeting styles so that Scouts and families stay engaged? Topics will cover both Den and Pack behavior protocol as well as some of the behavior management changes that are surfacing amongst peers who have spent large parts of the past two years on screens. **V**

**All Discussion Forum topics will be offered both live and Virtual.**

# DETAILED COURSE DESCRIPTIONS

## Bachelors Courses

### **BCS 105 – Commissioners Building Unit Relationships (Core) V**

Learn how to address common issues that units will face. You'll learn conflict resolution, and will be provided the skills and tools to do so.

### **BCS 201 – Let's Get Started Using Commissioner Tools (Core) V**

The updated version of commissioner tools provides a new look and feel, with improvements to all who use commissioner tools. New features include streamlined navigation, and a complete reports section with customizable date ranges.

### **BCS 212 – Utilizing Scoutbook Tools (Core) V**

This session will focus on utilizing Scoutbook and information available to help commissioners monitor unit usage of Scoutbook and guide their units.

### **BCS 219 – How Pack/Troop Relationship Improves Both Units (Core) V**

Find out how a good relationship between a Pack and a Troop helps both units grow stronger, recruit more, retain more and transition more.

### **BCS 213 – Your Role in Improving Youth Retention (Elective) V**

This course provides a roadmap in retaining and transitioning Cub Scouts at all rank levels. A necessity for any commissioner instilling the value of Scouting in leaders and the families they serve!

### **BCS 218 – Communication, How Best to Deliver the Message (Elective)**

This course offers ideas for helping unit leaders sort through the flood of Scouting communications (unit, district and council communications).

### **BCS 220 – Recruiting and Keeping Volunteers (Elective)**

Parent volunteers are our most valuable asset! Learn how to engage and empower them to build them up to the point where they can lead your unit.

### **BCS 221 – Selling the Value of Scouting to Cub Scout Parents (Elective) V**

How often have you heard, "We are already so busy" as the reason why a family passes on the opportunity to join Cub Scouts? This session will help you learn why it is essential to effectively communicate the value of Scouting to Cub Scout families and give you some tools to do so.

# Masters Courses

## **MCS 304 Service to Units at Risk (Core) V**

Early detection and systematic problem-solving is critical for Commissioners to identify and support units when they encounter problems which may prevent them from functioning effectively.

## **MCS 306 Mentoring Skills (Core) V**

The best way to strengthen a unit is to strengthen its leadership. Mentoring is an effective method in helping unit leaders develop their potential.

## **MCS 408 Selecting and Developing Your Doctorate Project (Core) V**

This session will provide an overview of the process to develop a Doctorate Project to benefit an area of Scouting in commissioner service.

## **MCS 307 Serving Newly Formed Units (Elective)**

An engaged commissioner is critical for the success and retention of new units. New-Unit Commissioners focus on only new units.

## **MCS 308 Venturing and the Commissioner (Elective)**

Venturing is a co-ed program comprised of young adults so the commissioner must learn to relate more closely to the Scouts rather than the Scouters. This session will help a Venturing Commissioner navigate that unique role.

## **MCS 312 Building a New 21<sup>st</sup> Century Commissioner Team (Elective)**

This session familiarizes commissioners on the considerations and techniques that support recruiting volunteers who represent the generations of the 21st century.

## **MCS 315 Effective Unit Service in Rural Communities (Elective) V**

Participants will learn about the characteristics of a rural community and how to work with a rural community to maintain an effective unit. There are useful tips for every commissioner when developing relationships in the community they serve.

## **MCS 352 The New Look of Roundtable (Elective) V**

The district roundtable isn't over. It has been re-imagined into other forms. The need for information at the unit level is important and how do these new forms help unit leaders. How does the Unit Commissioner fit in this new era?

## **MCS 410 Coaching for Success and Managing Conflict (Elective) V**

This session will focus on developing coaching and problem-solving skills to retain/reenergize volunteers. It will also focus on gaining skills to manage an ineffective volunteer or issues and finding a common solution.

# Doctorate Courses

## **DCS 507 – Recruiting for Diversity (Core) V**

How we ensure every unit is supported to offer a quality Scouting program depends on our ability to recruit and empower commissioners. This course explores the need for and the definition of diversity. It will also explore practices to add to our recruiting practices.

## **DCS 509 – A Legacy of Servant Leadership (Core) V**

The course explores characteristics of servant leaders, seeks a deeper understanding of servant leadership within Scouting, and recognizes the legacy of servant leadership, expanding on the concept of servant leadership introduced in earlier courses.

## **DCS 514 – Building Meaningful Relationships (Core) V**

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.

## **DCS 550 – Leveraging Roundtables (Core) V**

Consistent communication throughout the Unit Service team, especially during the monthly district commissioner meeting, is key to providing effective service to units through the roundtable program. At the end of this training, a commissioner will have additional insights on how to leverage roundtables for unit service.

## **DCS 604 – Project Presentation Seminar I (Core) V**

These are sessions in which doctoral candidates have five minutes to present their pre-approved project abstract to other doctoral candidates and interested attendees at the College of Commissioner Service.

## **DCS 605 – Project Presentation Seminar II (Core) V**

Continuation of the project presentation seminar.



# Advanced Studies Courses

## **ASC 810 – Resolving Conflict (Core) V**

Conflict can be the natural outcome of team development. But when the conflict begins to become destructive, the outcome is seldom good. In this session, you can become better about resolving conflict, managing the conversation, and from practical examples and discussion, improve your abilities to manage conflict.

## **ASC 811 – Destructive Behaviors and Helpful Resources (Core) V**

As a commissioner, your role as the “go to” person for help has expanded. As units begin to trust you as a partner in Scouting, the resources you need to know about have increased to meet the current mental state of our youth. Here are some helpful guidelines for identifying behaviors and some resources to help.



## **Doctorate of Commissioner Service Knot Award**

The DCS Knot award recognizes completion of a standardized program leading to the award of the Doctor of Commissioner Service (DCS), along with tenure as a registered commissioner, and demonstrated performance of commissioner skills.

The DCS Knot encourages commissioners to provide support to units in their delivery of a quality program experience for all youth in Scouting, and also provide councils an opportunity to recognize commissioners for their tenured service, their dedication in learning more about delivery of quality Scouting, and their involvement in support of others.

The DCS Knot is separate from the CCS Doctorate degree, and requires additional effort to earn. The DCS Knot is available to any currently registered commissioner who has completed the requirements.

Applicants must serve as a registered commissioner for a minimum of five years. They must also complete the Doctor of Commissioner Service (DCS) Degree at a recognized College of Commissioner Service. Additionally, they must serve on the College of Commissioner Service staff (instructor or support staff), recruit or positively influence at least three new commissioners at any level, and earn the Commissioner's Key.

Application forms are available on the Northern Star Scouting web page at: <http://www.northernstar.org/Portals/2/Forms/NSC-DCS-knot-application.pdf>

# College of Commissioner Service Leadership

**Donna Larson**, President

**Bruce Haverly**, Vice President of Communications

**Jeff Wiser**, Dean of Bachelors Program

**Jay Herbrand**, Dean of Masters Program

**Kirt Boston**, Dean of Doctorate Program

**Katie Dettmann**, Dean of Continuing Education

**Bob Elliott**, Dean of Advanced Studies

**Brian Reiners**, Dean of Virtual Studies

**John Lewis**, Dean of Administration

**Charles Wangerin**, Dean of Registration

**Liesl Bell-Fleming**, Special Projects

**Rose Buntjer-Little**, Special Projects

**Suzannah Stulberg-Rudesill**, Staff Adviser

## CCS Ambassadors

**Paul Kaus**

Northern Star Council Commissioner

**Randy Arko**

Central Minnesota Council Commissioner

**Lisa Boomgarden**

Twin Valley Council Commissioner

**Luke Hawkins**

Hawkeye Area Council Commissioner

**Matt Peterson**

Illowa Council Commissioner

**Mark Curran**

Winnebago Council Commissioner

**Darrin Gerry**

Sioux Council Commissioner

**Elizabeth Kramer**

Gateway Area Council Commissioner

**Jeff Kranz**

Gamehaven Council Commissioner

**Michael Lewis**

Black Hills Area Council Commissioner

**Matt McHugh**

Chippewa Valley Council Commissioner

**Whit Johnson**

Mid-Iowa Council Commissioner

**Steve Shark**

Northern Lights Council Commissioner

**Thea Stauffenecker**

Voyageurs Area Council Commissioner

**Jeff Viviano**

Northeast Iowa Council Commissioner

**Aaron Randolph**

NST-4 Territory Commissioner

# Registration Details

Registration fee is \$36.

**Fee is discounted to \$30 until 11:59 PM November 1, 2022.**

Staff members not registering for a degree pay a fee of \$11.

For more information see the website at:

<https://www.northernstar.org/about-the-college-of-commissioner-service>

**Register on-line at: <https://www.scoutingevent.com/250-2022ccs>**

**Registration includes courses, fellowship with other commissioners, lunch, patch and certificate presented at the graduation ceremony.**

For more questions regarding registration, please contact:

Charles Wangerin, Dean of Registration, at: [lcwangerin@gmail.com](mailto:lcwangerin@gmail.com) or  
Suzannah Stulberg-Rudesill, Northern Star Scouting Staff Adviser,  
at: [sstulberg@northernstar.org](mailto:sstulberg@northernstar.org).

Doctoral candidates:

Please contact the Dean of the Doctorate Program, Kirt Boston, for a special registration password by **November 1, 2022**. at:  
**[kcbostrn129@aol.com](mailto:kcbostrn129@aol.com) or 612-281-4439.**

The College of Commissioner Service is a uniformed event. Please wear your official BSA Uniform.

# About Saint Paul College

## **Saint Paul College: Site of the 2022 College of Commissioner Service**

Located in Saint Paul, just west of the downtown area and directly north of the Saint Paul Cathedral, Saint Paul College is designed and built for adults with a wide variety of needs.

Saint Paul College will provide our group with the adult learning environment that is needed for our event. Saint Paul College is handicapped accessible throughout the building. There is ample parking available in the Saint Paul College parking lot and ramp that is attached to the building.

Saint Paul College is equipped with state-of-the-art audio and visual tools in every classroom and conference room that we will be using, including but not limited to Smartboards, PC's and projectors. There is Wi-Fi throughout the campus and it will be available to our group.

Saint Paul College allows food and drink in most of the classrooms, conference rooms, and common areas. There are multiple vending machines available throughout the building as well.

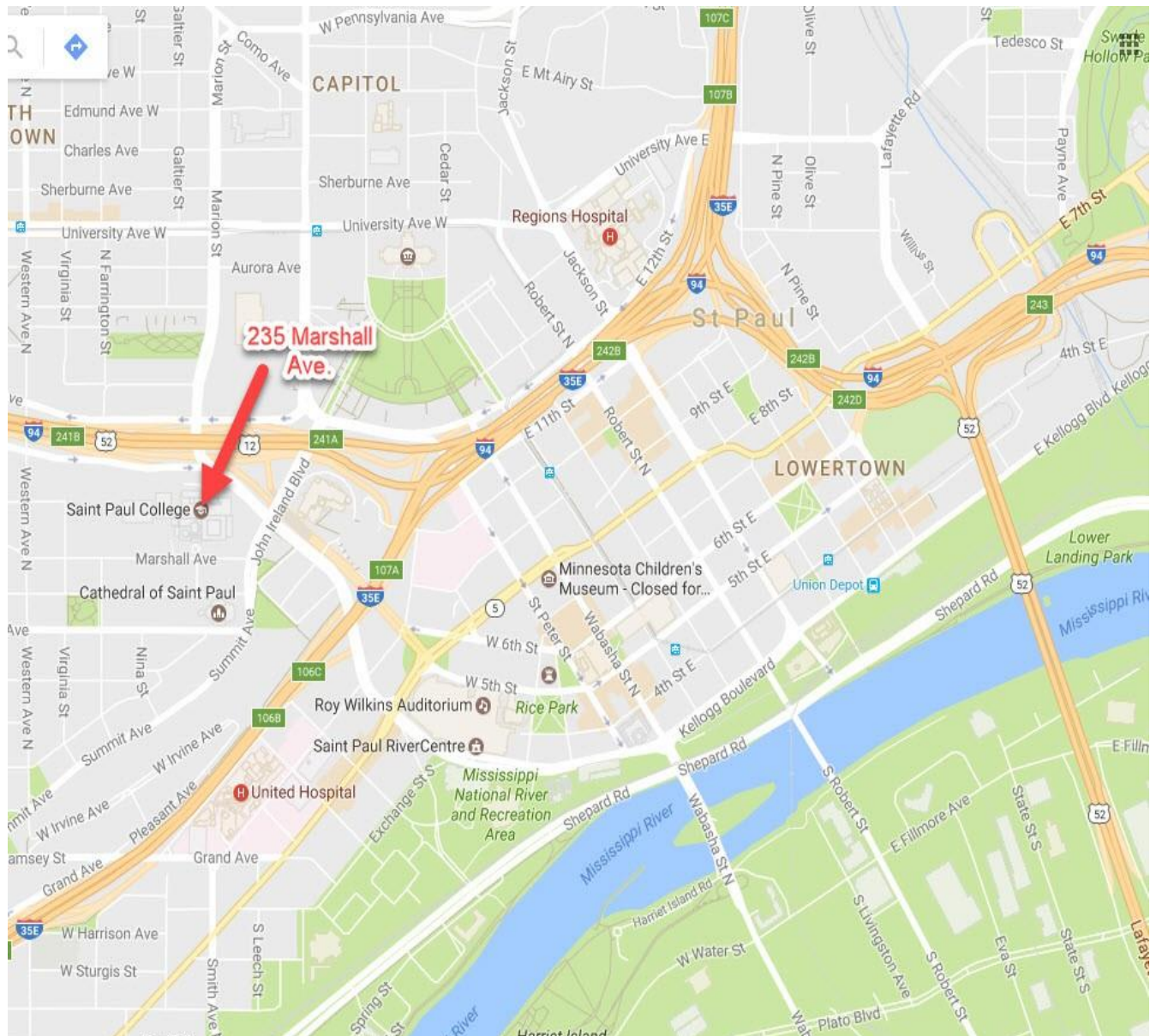
**Saint Paul College**  
**235 Marshall Avenue**  
**Saint Paul, MN 55102**

[www.saintpaul.edu](http://www.saintpaul.edu)

# Location: Saint Paul College

**235 Marshall Avenue, Saint Paul, MN 55102**

**[www.saintpaul.edu](http://www.saintpaul.edu)**



Parking instructions will be available prior to the event on the registration page. The preferred parking entrance is on Marshall Avenue. The parking fee is included in the event registration fee.

**See you on November 12th!**