2019 COLLEGE OF COMMISSIONER SCIENCE

NAPERVILLE, ILLINOIS

Unit Service & Continuing Education Training

For

Unit Commissioners, Roundtable Commissioners, Asst. District Commissioners, District Commissioners, Asst. Council Commissioners, Council Commissioners, & Professionals

Presented by Three Fires Council, Rainbow Council, Pathway to Adventure Council, Northeast Illinois Council

Saturday, March 9, 2019

Community Christian Church
('The Naperville Yellow Box Church')
1635 Emerson Lane, Naperville, IL 60540
Located south of Interstate 88 near Route 59

7:15am: Check-in begins
8:20am: Opening and Keynote Speaker
9:10am – 3:40pm: 7 sessions of courses / lunch
3:50-4:30: Degrees presented, Special Program, Recognition and Closing

Registration Fee: $30.00 includes lunch, patch, certificate, and course materials.

For more information and to register:
https://scoutingevent.com/127-24796
or www.threefirescouncil.org

updated: 6 March 2019

– Message from the Dean of the College –

The purpose of this college is to provide ongoing practical training for all Commissioners to enable them to better serve their units. The college provides an in-depth knowledge of essential aspects of Commissioner duties and responsibilities. The result is a stronger and more knowledgeable unit serving Commissioner Corps. The College of Commissioner Science is the highest form of Commissioner education available at the local level.

This College of Commissioner Science is unit service training designed to educate all Commissioners, Roundtable Staff, District or Council Committee Members, and Professional Scouters. Its purpose is to provide high-quality continuing education for unit service volunteers and professionals so the units they serve have a successful, quality program. Here are some of the highlights for this year's college:

- Each degree program follows the BSA's 2018 revised curricula and requirements that culminate in the Doctorate of Commissioner Science Award.
- Bachelors Program faculty have all earned a Bachelor's Degree or above.
- Master's Program faculty have all earned a Master's Degree or above.
- Doctorate Candidacy Program faculty all have earned their Doctorates in Commissioner Science.
- The keynote speaker is Jean Guzzetta, BSA Central Region Commissioner.

Registration for participants and faculty/staff is on-line through the Three Fires Council website or direct link: https://scoutingevent.com/127-24796

This catalog contains all the fees, College Staff, degree pre-requisites, reciprocity, course descriptions, a preliminary schedule, and the link for enrollment in our 2019 College of Commissioner Science. Please read through the enclosed material and complete your application online and submit your registration fee no later than March 7th to avoid paying a late fee.

We look forward to seeing you at Community Christian Church, 1635 Emerson Lane, Naperville, Illinois on March 9th.

Yours in Commissioner Service,

Deborah JG Brown
Dean of the College
2019 College of Commissioner Science
Naperville, Illinois
Three Fires Council, BSA

– College Organization –

Commissioner College is a standard four-year curriculum in unit service training for Commissioners and Roundtable Commissioner staff.

There are three, degree program levels:

- Bachelor: First-year participants.
- Masters: Second-year participants.
- Doctorate: Third and fourth-year participants. The third-year is the candidate for doctorate degree program.

There are two separate Bachelor tracks available to participants at this College. They are Bachelor of Roundtable Commissioner and Bachelor of Commissioner Science.

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

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

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

– Administrative Information –

Fee Schedule: The registration fee covers the cost of lunch, college patch, certificate, and course materials. Tuition for the college is $30 and applies to all degree and non-degree participants, faculty, and staff.

Registration: To register for the College, use the online registration portal: https://scoutingevent.com/127-24796

Online registration will close on March 7, 2019. Walk in registrations will be accepted on a space available basis. Classroom space is limited, so please register to ensure you are enrolled in the courses you desire. Registration after March 7th is $35. All major credit cards are accepted by the College, or you may pay by check to Three Fires Council / 415 N. 2nd Street, St. Charles, IL 60174

What to Bring/Wear:

- Wear your full Field Uniform – as Commissioners we should be examples to all we serve.
- Bring an up-to-date health form parts A & B. (YOU may hold on to this)
- Bring proof you have completed Commissioner Orientation and Commissioner Basic Training.
- Proof that you have completed the pre-requisites for the degree to which you are working.
- Proof of any courses you are transferring in. Email to Jason Ball: Mrjasonball@gmail.com

What you will be receiving: Lunch, name tag, course patch, class schedule, and degree certificate if all degree requirements are completed.

– COLLEGE STAFF –

Dean of the College – Deb Brown, Three Fires
Dean of Curriculum – Susan Simmons, Pathways to Adventure
Dean of Roundtable – Jim Fulcher, Three Fires
Dean of Bachelors – Diane Kloepfer, Rainbow
Dean of Masters – Chuck Pint, Northeast Illinois
Registrar – Ed Hedborn, Three Fires
Reciprocity Approval – Jason Ball, Three Fires
Keynote Speaker – Jean Guzzetta

– RECIPROCITY –

This College of Commissioner Science will honor pre-requisites, courses, and degrees given by other Colleges of Commissioner Science or Commissioner courses taken at the Philmont Training Center if those courses and degree requirements meet those set forth by National BSA on their Commissioner training web pages.

–PRE-REQUISITES FOR ALL DEGREES –

It is up to the student Commissioner to show proof of prerequisite completions to the Dean of the College. Prerequisites for all degrees are:

- Be registered in BSA as an active Commissioner
- Have up-to-date Youth Protection Training
- Have completed "Commissioner Basic Training"

– DEGREE REQUIREMENTS –

Read carefully as BSA has made changes as of January 15, 2019

-BACHELOR OF COMMISSIONER SCIENCE DEGREE-

Credit for a Bachelor of Commissioner Science Degree will be granted by this College if the participant Commissioner completes the following:

PREREQUISITES:

- Has up-to-date Youth Protection Training
- Has current BSA Youth Protection Training Certificate
- Completion of "Commissioner Basic Training"

REQUIREMENTS:

- Completes a minimum of 7 courses, at least 5 of which are bachelor level courses, as listed in the national College of Commissioner Science syllabus on the Commissioner Training page on the Commissioners website.

-BACHELOR OF ROUNDTABLE COMMISSIONER SCIENCE DEGREE-

A Bachelor of Roundtable Commissioner Science Degree will be granted by this College if the participant Commissioner completes the following:

PREREQUISITES:

- Current registration as a Commissioner
- Has up-to-date Youth Protection Training
- Completion of "Roundtable Commissioner Basic Training"

REQUIREMENTS:

- Completion of seven courses of instruction, at least 5 of the courses at the Roundtable Bachelor's program level.

-MASTERS OF COMMISSIONER SCIENCE DEGREE-

Credit for a Masters of Commissioner Science Degree will be granted by this College if the participant Commissioner completes the following:

PREREQUISITES:

- Current registration as a Commissioner
- Current BSA Youth Protection Training Certificate
- Has earned the Arrowhead Honor.
- Have received a Bachelor of Commissioner Science Degree or a Bachelor of Roundtable Degree.

REQUIREMENTS:

- Completes a minimum of 7 additional courses (a total of at least 14), at least 7 of which are Master's level courses as listed in the national College of Commissioner Science syllabus on the Commissioner Training page on the Commissioners website.

-DOCTORAL DEGREE - DOCTOR OF COMMISSIONER SCIENCE DEGREE-

***Note:* Earning the Doctor of Commissioner Science Degree does not automatically qualify you to receive the Doctorate of Commissioner Service Knot Award.**

Credit for a Doctor of Commissioner Science Degree will be granted by this College if the participant Commissioner fulfills the following:

PREREQUISITES:

- Current registration as a Commissioner
- Current BSA Youth Protection Training Certificate
- Completion of Master's Degree
- Has been awarded the Commissioner's Key

REQUIREMENTS:

- Completion of 10 additional courses of instruction (total of 24) at least five of which are at the Doctorate or Continuing Education program level. 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.
- Has the approval of their Council Commissioner (or designee).

NOTE: To earn the Doctorate of Commissioner Science Award the following two requirements must also be completed:

- **Completion of 5 years of service in one or more Commissioner positions.**
- **Recruit at least 3 new Commissioners.**

2019 College of Commissioner Science Degree Requirements,

Certificates and Reciprocity Statement

BSA SUGGESTED STATEMENT OF COURSE WORK RECIPROCITY:

"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 BSA 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.)

DEGREE RECOGNITION:

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.

-Courses offered at the 2019 Commissioner College of Science in Naperville, Illinois.-

35 separate courses covering bachelor, master, doctorate, roundtable and continuing education topics are offered in 2019. Please select your courses based on the degree you are working to obtain as well as the type of Commissioning you serve for your Scouting position. Also consider the courses you have earned credit from prior "BSA approved" colleges or venues when selecting.

-EXAMPLES-

Bachelor's = (5) from 100-level plus 2 others
Roundtable Bachelor's = (5) from 150-level plus 2 others
Master's = (14) cumulative total > (7) from 300-level Masters
Doctorate = (24) cumulative total > (5) from 500-level & 700-level

Course Number	Course Title	Audience	Course Description
BACHELOR COURSE DESCRIPTIONS			
101	**Core Concepts of Commissioner Service**	All Commissioners	An Introductory course to familiarize a new Commissioner with the Commissioner concept as perceived by the BSA.
104	**Contacting Units**	All Commissioners	This course defines the roles of Commissioner service and the importance of contacts with their units and timely recording of those contacts in Commissioner Tools.
105	**Resolving Common Unit Issues**	Unit Commissioners, District Commissioners, Assistant District Commissioners, Asst. Council and Council Commissioners	This course shows how a Commissioner should use Commissioner Tools and Early Warning Signals to be alerted to unit issues.
108	**Mining Internet Resources**	All Commissioners	Learn about "mining" the internet BSA resources that can assist all Commissioners to support unit services.
112	**Recruiting Unit Commissioners**	District Commissioners, Assistant District Commissioners, Council Commissioners, Assistant Council Commissioners	This course will discuss methods of recruiting unit Commissioners.
114	**Understanding & Communicating with Today's Leaders**	All Commissioners	This course encourages understanding between the different generations to help Commissioners better communicate with their units.
116	**Collaborative Assessments**	All Commissioners	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.
117	**Commissioner & Unit Key 3**	Unit Commissioners, District Commissioners, Assistant District Commissioners, Council Commissioners, Assistant Council Commissioners	This course examines the roles of the Unit Key 3 and how a Commissioners' works and coaches each.
BACHELOR ROUNDTABLE COURSE DESCRIPTIONS			
150	**Roundtables in Commissioner Service**	Unit Commissioners, Roundtable Commissioners, Assistant Roundtable Commissioners, District Commissioners, Assistant District Commissioners, Assistant Council Commissioner	This course will provide information on the purpose of roundtables to help units succeed by providing useful program ideas, information on policy, and current information on council and district events and training opportunities.

151	**The Roundtable Commissioner Team**	Roundtable Commissioners, Assistant Roundtable Commissioners, District Commissioners, Assistant District Commissioners, Assistant Council Commissioners	This course will review the duties and responsibilities of the Roundtable Commissioner team by looking at the individual responsibilities of each member of the Roundtable Commissioner team.
152	**The Year-Round Roundtable Planning Process & Promotion**	Roundtable Commissioners, Assistant Roundtable Commissioners, District Commissioners, Assistant District Commissioners, Assistant Council Commissioner	This course will provide information on the roundtable planning process, how to create an annual plan to provide unit service to the district, and how to promote roundtables.
153	**Roundtables and Commissioner Tools**	Roundtable Commissioners, Assistant Roundtable Commissioners, District Commissioners, Assistant District Commissioners, Assistant Council Commissioner	This course will educate participants on the tools available in Commissioner Tools for the roundtable team to manage unit service effectively.
154	**Cub Scout Roundtables**	Roundtable Commissioners, Assistant Roundtable Commissioners, District Commissioners, Assistant District Commissioners, Assistant Council Commissioner	This course will provide an understanding of the Cub Scout Roundtable process.
155	**Boy Scout Roundtables**	Roundtable Commissioners, Assistant Roundtable Commissioners, District Commissioners, Assistant District Commissioners, Assistant Council Commissioner	This course will provide an understanding of the Boy Scout Roundtable process.
156	**Recruiting, Training and Recognizing the Roundtable Team**	Roundtable Commissioners, Assistant Roundtable Commissioners, District Commissioners, Assistant District Commissioners, Assistant Council Commissioner	This course will provide an understanding of different methods to recruit, train, and recognize members of the roundtable team.

MASTER COURSE DESCRIPTIONS			
303	**Managing Unit Service at the District Level (using Commissioner Tools)**	Unit Commissioner District Commissioners Assistant District Commissioners, Assistant Council Commissioners Council Commissioners	Familiarize the student on the modules available in Commissioner Tools so that they can enhance their ability to support the unit.
304	**Commissioner Service for Units at Risk**	Unit Commissioner District Commissioners Assistant District Commissioners	This course will show how to recognize the signs of a unit in crises and develop the skills to resolve the issues. It will also cover what information to input to Commissioner tools.
306	**Mentoring Skills**	All Commissioners	The course will discuss the new mentoring model, differences of coaching and mentoring and how it applies to Commissioner service.
307	**Commissioner Service for Newly Formed Units**	Commissioners who will be assigned to a newly formed unit.	The course will explain the role of the new unit Commissioner in the establishment of a new unit and his role in providing service to that unit. It will discuss the special needs of a new unit and provide guidance in providing that service. The guidance will made in accordance with the role as described in the Unit Performance Guide.
309	**Good Commissioners Need Both Head and Heart**	All Commissioners	Commissioners need a balance between technical knowledge and personal relationship with their units.
311	**All About the ADC's Role**	All Commissioners	Educate the audience on the purpose of the assistant district Commissioner role and how it benefits Commissioner services.
312	**Recruiting New Commissioners**	All Commissioners	To be able understand and implement the 10-step process in recruiting Commissioners.
313	**Onboarding New Commissioners**	District Commissioners, Assistant District Commissioners, Council Commissioners, Assistant Council Commissioners	Review the onboarding process of newly recruited Commissioners.
314	**The Commissioner and the Professional**	All Commissioners	Commissioners explore the commonalities of their roles and the roles of the professionals in order to foster positive and productive relationships.
350	**Unit and Roundtable Commissioners Working Together**	Unit Commissioners, Roundtable Commissioners, Assistant Roundtable Commissioners, Assistant District Commissioners, District Commissioners, Assistant Council Commissioners	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.

358	**Roundtable and Solving Unit Problems**	Roundtable Commissioners, Assistant Roundtable Commissioners, District Commissioners, Assistant District Commissioners, Assistant Council Commissioners	This course will provide a summary of the overall approach of using roundtables in helping units solve their own problems.
DOCTORATE COURSE DESCRIPTIONS			
501	**Selecting Your Project or Thesis Topic**	All Commissioners seeking their Doctorate	This session assists doctoral candidates in selecting their project or thesis concept.
502	**Limiting the Scope of the Topic**	All Commissioners seeking their Doctorate	Doctoral candidates explore various procedures to reduce their topic to a workable size. A suggested approval process will also be shared.
503	**Developing Your Project or Thesis**	All Commissioners seeking their Doctorate	This session covers the project or thesis outline and a variety of suggestions for writing and revising the report.
504	**Project / Thesis Open Workshop Forum**	All Commissioners seeking their Doctorate	This Q and A open forum provides doctoral candidates an opportunity to review completed projects and theses instilling confidence that this task is attainable.
512	**Commissioner Recruiting Workshop**	All Administrative Commissioners Suggested pre-requisites BCS 112 & MCS 312	This session is designed to discuss best practices for recruiting administrative Commissioners.
CONTINUING EDUCATION COURSE DESCRIPTIONS			
701	**Combatting Commissioner Stress/Burnout**	All Commissioners	This session is designed to examine indicators of stress, how stress affects those around us, and how we might overcome these negative manifestations.
713	**Advancement for Scouts with Special Needs - The Commissioner's Role**	All Commissioners	Virtually every unit will experience having a youth who has disAbilities. This course will provide Commissioners with knowledge to share with unit leaders, so they can provide an Advancement program which provides these youth with the Scouting opportunities to succeed. Participants of this course will become familiar with the “Rules of Engagement” for advancement in each of the Scouting program areas to help them to respond to the needs of these special youth.

716	**Conflict Resolution for Commissioners**	All 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.
720	**A Commissioner's Introduction to Valuing Diversity**	All Commissioners	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.

2019 COLLEGE OF COMMISSIONER SCIENCE - March 9, 2019						
		Bachelor of Commissioning	Bachelor of Roundtable	Master of Commissioning	Continuing Education & Doctorate	Continuing Education
Registration 7:15 - 8:20		REGISTRATION AND CHECK-IN - Lobby				
Opening 8:20 - 9:00	40/10	WELCOME: Deb Brown and Deans - Auditorium KEYNOTE SPEAKER: Kandra Dickerson				
Period 1 9:10 - 9:55	45/5	101 Core Concepts of Commissioner Service (BCS)	150 Roundtables in Commissioner Service (BRS)	303 Managing Unit Service at the District Level (Using Commissioner Tools) (MCS)	716 Conflict Resolution for Commissioners (CED)	112 Recruiting Unit Commissioners (BCS)
Period 2 10:00 - 10:45	45	104 Contacting Units (BCS)	151 The Roundtable Commissioner Team (BRS)	304 Commissioner Service for Units at Risk (MCS)	720 A Commissioner's Introduction to Valuing Diversity (CED)	701 Combatting Commissioner Stress/Burnout (CED)
Break 10:45 - 10:55	10					
Period 3 10:55 - 11:40	45/5	105 Resolving Common Unit Issues (BCS)	152 The Year-Round Roundtable Planning Process & Promotion (BRS)	306 Mentoring Skills (MCS)	512 Commissioner Recruiting Workshop (DCS)	713 Advancement for Scouts with Special Needs - The Commissioner's Role (CED)
Period 4 11:45 - 12:30	45	108 Mining Internet Resources (BCS)	153 Roundtables and Commissioner Tools (BRS)	309 Good Commissioners Need Both Head and Heart (MCS)	501 Selecting Your Project or Thesis Topic (DCS)	307 Commissioner Service for Newly Formed Units (MCS)
Lunch 12:30 - 1:20	50	LUNCH - ALL STUDENTS AND STAFF				

2019 COLLEGE OF COMMISSIONER SCIENCE - March 9, 2019						
Period 5 1:20 - 2:05	**45/5**	**114 Understanding & Communicating with Today's Leaders (BCS)**	**154 Cub Scout Roundtables (BRS)**	**311 All About the ADC's Role (MCS)**	**502 Limiting the Scope the Topic (DCS)**	**312 Recruiting New Commissioners (MCS)**
Period 6 2:10 - 2:55	**45/5**	**116 Collaborative Assessments (BCS)**	**155 Boy Scout Roundtables (BRS)**	**313 Onboarding New Commissioners (MCS)**	**503 Developing Your Project or Thesis (DCS)**	**350 Unit and Roundtable Commissioners Working Together (MCS)**
Period 7 3:00 - 3:40	**45/10**	**117 Commissioner & Unit Key 3 (BCS)**	**156 Recruiting, Training and Recognizing the Roundtable Team (BRS)**	**314 The Commissioner & the Professional (MCS)**	**504 Project/Thesis Open Workshop (DCS)**	**358 Roundtable and Solving Unit Problems (MCS)**
Wrap Up 3:50 - 4:15	**25**	**WRAP UP AND SPECIAL PRESENTATION - All Students and Staff**				
Graduation 4:15 - 4:30	**15**	**GRADUATION - All Students and Staff**				

– ONLINE RESOURCES FOR COMMISSIONERS –

COMMISSIONER SERVICE

Commissioner Resources:
https://www.scouting.org/commissioners/manuals/

Commissioner Fieldbook for Unit Service, No. 33621, 2012 Printing:
https://filestore.scouting.org/filestore/commissioner/pdf/33621-Cms_Fieldbook.pdf

Administration of Commissioner Service, No. 34501, 2011 Printing"
https://filestore.scouting.org/filestore/pdf/34501.pdf

Unit Performance Guide, Volume 4, Gold Edition, No. 522-025, 2016 Printing:
https://filestore.scouting.org/filestore/membership/pdf/522-025_wb.pdf

Council Commissioners Manual, No. 522-015, 2010 2nd Printing
https://filestore.scouting.org/filestore/pdf/522-015.pdf

Basic Training Manuals, all Commissioner Positions
https://www.scouting.org/commissioners/training/basic-training/

FOR ROUNDTABLE COMMISSIONERS

The Cub Scout Roundtable Planning Guide 2017-2018, No. 510-714:
https://filestore.scouting.org/filestore/cubscouts/pdf/510-714(17)_cs.pdf

The Boy Scout Roundtable Guide 2017-2018, No. 510-045
https://filestore.scouting.org/filestore/boyscouts/pdf/510-045(17)_bs.pdf

Venturing Monthly Program Forum, No. 34342, 2009 printing
https://filestore.scouting.org/filestore/pdf/34342.pdf

Program Features for Troops, Teams, and Crews, Vols. 1, 2, 3
https://www.scouting.org/programs/boy-scouts/resources/program-features-vols-1-3/

GENERAL INFORMATION:

Guide to Awards and Insignia, No. 33066, 2015 printing
https://filestore.scouting.org/filestore/pdf/33066_section1.pdf

Guide to Safe Scouting, online version, updated quarterly
https://www.scouting.org/health-and-safety/gss/