

Central Region Area 5
**College of
Commissioner Service**
Hosted by
Heart of America Council, BSA
Saturday, March 7, 2020



What is the College of Commissioner Service?

It is an annual training event for **all commissioners**. New methods and concepts are presented thus enabling commissioners to provide more effective unit service.

Who should attend?

New Commissioners

Unit and Roundtable Commissioners

District and Assistant District Commissioners

Council and Assistant Council Commissioners

Guest Speaker

Patrick Sterrett: Assistant Chief Scout Executive - National Director of Field Service.

Degrees and Courses Offered

All Commissioner Service degrees are offered: Commissioner Basic Training, Associates Degree, BCS, MCS, BRT, MRT, DCS, DRT, Continuing Education, and DC/ADC Training.

Location

Cerner Riverport
6711 Northeast Birmingham Rd.
Kansas City, MO 64117

REGISTER NOW

\$25 through January 17, 2020

\$30 after January 17, 2020

Registration Closes February 29, 2020 at 4:00 PM

Saturday morning walk-ins may find that some classes are closed due to room capacity.

Doors Open, 7:00 AM

Opening Ceremony, 7:45 AM

Graduation, 3:30 PM

Questions? Please contact:

Larry Strickland, Dean of the College at ccdeancra5@gmail.com

DEGREES AND LEARNING OPPORTUNITIES

Associate's Degree (Includes Commissioner Basic Training)

Commissioners who have not completed Basic Training begin here. This program combines basic training and courses chosen to help develop the Scouter's commissioner skills. Those completing this program receive an Associates Degree.

Continuing Education (CED)

The CED program continues the commissioner's educational experience and serves those who simply wish to take additional elective courses. A Certificate of Continuing Education is presented to Scouters who participate in the Plenary Session and complete six courses.

District Commissioner and Assistant District Commissioner Training

This is an all-day training program for DCs and ADCs. New DCs and ADCs are especially encouraged to enroll. This program is open to any administrative commissioner.

Bachelors of Commissioner Service (BCS)

This is the *entry-level* degree program for commissioners.

Prerequisites:

- a. Current Registration as a Commissioner
- b. Completion of Commissioner Basic Training

Degree Requirements:

- a. Complete six *prescribed* courses, five of which will have the BCS prefix
- b. Attend the Plenary Session

Masters of Commissioner Service (MCS)

The MCS program offers advanced problem-solving and administrative skill instruction.

Prerequisites:

- a. Current Registration as a Commissioner
- b. Completion of the BCS degree

Degree Requirements:

- a. Complete six courses that have the MCS prefix
- b. Attend the Plenary Session
- c. Earn the Arrowhead Award

Doctorate of Commissioner Service (DCS)

The DCS is a two-year program. In addition to attending workshops, degree candidates identify, complete and present an approved thesis (a written report of approximately 20 pages based upon an original project or research study) that addresses issues of relevance to commissioners.

Prerequisites - Year 1:

- a. Current Registration as a Commissioner
- b. Completion of the MCS or the MRS degree

Requirements - Year 1:

- a. Complete the prescribed Doctoral Thesis Planning Workshops
- b. Attend the Thesis/Project Presentation Workshop
- c. Attend the Plenary Session

Prerequisites - Year 2:

- a. Current Registration as a Commissioner
- b. Completion of DCS Year 1 Program
- c. Acceptance of Thesis Proposal by Doctoral Committee

Requirements - Year 2:

- a. Completion and Acceptance of the Thesis
- b. Present the Thesis
- c. Observe other Thesis Presentations
- d. Attend the Plenary Session
- e. For at least one year (I) serve as a College of Commissioner Service instructor or staff member, **OR** (ii) work with commissioner training support

Additional Degree Requirements:

- a. Complete additional courses for a total of 24
- b. Earn the Commissioners Key

Bachelors of Roundtable Service (BRS)

This program is for Cub Scouts and Scouts BSA and Roundtable Commissioners.

Prerequisites: Current Registration as a Commissioner

Degree Requirements:

- a. Complete one of the following two programs (i) Cub Scouts Roundtable, or (ii) Scouts BSA Roundtable
- b. Attend the Plenary Session

Masters of Roundtable Service (MRS)

The MRS program involves advanced practices designed to further assist the Roundtable Commissioner in fulfilling his/her role.

Prerequisites:

- a. Current Registration as a Commissioner
- b. Completion of the Bachelors of Roundtable Service (BRS) degree

Degree Requirements:

- a. Complete the roundtable masters workshop, MRS 450
- b. Attend the Plenary Session

Doctorate of Roundtable Service

These requirements are the same as those for the DCS except the thesis has a Roundtable emphasis.

COURSES OFFERED

ASSOCIATES PROGRAM - Course Offerings

<u>Course</u>	<u>Title and Description</u>
	Commissioner Basic Training: This course instructs the new Commissioner on understanding the four objectives of unit service. It further provides instruction as to the commissioner's role in providing unit support and the tools available to help complete this mission. New commissioners learn the methods and steps of unit program planning and how to establish priorities using the four-function concept of council and district operations.
BCS 101	Core Concepts of Commissioner Service: An Introductory course to familiarize a new commissioner with the commissioner concept as perceived by the BSA.
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.
CED 802	Commissioner Tools: This course focuses on the function and operation of Commissioner Tools for the working commissioner. Practical step-by-step guidance on the commissioner's access and use of Tools is discussed, including the reporting of both simple contacts and detailed assessments. Finally, the class describes the various reports that can be generated by Tools.

BCS PROGRAM - Course Offerings

<u>Course</u>	<u>Title and Description</u>
BCS 102	Supporting Timely Charter Renewal: A course to explain the Re-Charter concept/process and the commissioners' essential role.
BCS 104	Contacting Units: 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.
BCS 105	Resolving Common Unit Issues: This course shows how a commissioner should use Commissioner Tools and Early Warning Signals to be alerted to unit issues.
BCS 114	Understanding & Communicating with Today's Leaders: This course encourages understanding between the different generations to help commissioners better communicate with their units.
BCS 117	Commissioner & Unit Key 3: This course examines the roles of the Unit Key 3 and how a commissioner works and coaches each.
CED 802	Commissioner Tools: This course focuses on the function and operation of Commissioner Tools for the working commissioner. Practical step-by-step guidance on the commissioner's access and use of Tools is discussed, including the reporting of both simple contacts and detailed assessments. Finally, the class describes the various reports that can be generated by Tools.

MCS PROGRAM - Course Offerings

<u>Course</u>	<u>Title and Description</u>
MCS 303	Managing Unit Service at the District Level (using Commissioner Tools): Familiarize the student on the modules available in Commissioner Tools so that they can enhance their ability to support the unit
MCS 306	Mentoring Skills: The course will discuss the new mentoring model, differences of coaching and mentoring and how it applies to commissioner service
MCS 307	Commissioner Service for Newly Formed Units: 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 be made in accordance with the role as described in the Unit Performance Guide.
MCS 313	Onboarding New Commissioners: Review the onboarding process of newly recruited commissioners.
MCS 314	The Commissioner and the Professional: Commissioners explore the commonalities of their roles and the roles of the professionals in order to foster positive and productive relationships.
MCS 316	Developing the Unit Service Plan: This course builds off Collaborative Assessments to identify and develop unit service plans based on the collaborative assessment outcome.

DCS PROGRAM - Course Offerings

<u>Course</u>	<u>Title and Description</u>
DCS 501	Selecting a Thesis/Project Topic: This session introduces participants to the thesis or project, discusses what constitutes a good project or research study, and helps in the selection of a general topic. The steps for thesis/project initial and final approval is outlined as is the process for working with a thesis/project advisor.
DCS 502	Limiting the Scope of the Topic: Participants develop ideas for their research and receive help in focusing the scope of the thesis/project topic.
DCS 503	Developing the Thesis or Project: This workshop covers the thesis/project report and the type of content in each section. This course also provides suggestions for writing and revising the report.
DCS 504	Thesis/Project Workshop: This course is especially helpful to those who feel they need help getting started on or completing their thesis/project. Guidance is provided through individual and group question-and-answer periods, and Scouters who have completed their DCS are available to offer suggestions.
DCS 601	Thesis/Project Observations and Workshop: Scouters who have completed an <i>approved</i> thesis or project make an oral presentation of their research. First year doctoral students attend these presentations and ask questions related to the research, its findings, and implications. <i>This is a 2-session class.</i>

CONTINUING EDUCATION - Course Offerings

<u>Course</u>	<u>Title and Description</u>
BCS 103	Linking District Resources: This course explains the relationship between the commissioner staff and the district, linking resources.
BCS 107	Journey to Excellence: Learn about the elements of the Unit Journey to Excellence and what it takes to ensure success in every unit.
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.
MCS 304	Commissioner Service for Units at Risk: 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.
MCS 305	Resolving Critical Unit Issues: The course will quickly review information from MCS 304. After this introduction, various role playing scenarios and discussion scenarios will be presented for the class to work through.
MCS 311	All about the ADC Role: Educate the audience on the purpose of the assistant district commissioner role and how it benefits commissioner services.
MCS 312	Recruiting New Commissioners: To be able understand and implement the 10-step process in recruiting commissioners.
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.
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 across the district.
CED 817	The Cub Scout Commissioner: Given the frequent turnover in Cub Scout leadership and the lack of good succession planning, many packs (even those with many years of tenure) often struggle with problems similar to those of new units. The counsel of a well-trained and dedicated commissioner can often make the difference on how successful these units become. Unfortunately, the Cub Scout commissioner often does not

have access to specialized training. The objective of this class is to provide that training.

- CED 840** **Special Needs Scouting Allergies (NDA 140):** Prepare the Scout, Parents, and leaders by giving attention to key planning and logistical considerations when dealing with allergies in Scouting. When the safety for everyone including Scouts with allergies is adhered to, a more positive Scouting experience can occur.
- CED 830** **Advanced Special Needs Scouting (NDA 230):** What are the most common disabilities? What is the process for parents/leaders with registering a new Scout? What are my boundaries? What are the forms and resources available to help units?

Cub Scout and Scout BSA BACHELOR OF ROUNDTABLE SERVICE (BRS)
Courses Offerings

<u>Course</u>	<u>Title and Description</u>
BCS 250	Bachelors of Roundtable Service: This is a 4-session course taught in Periods 1 through 4 and is open only to those enrolled in the Bachelors of Roundtable program. Topics discussed include the importance of roundtables in supporting district and council operations, the characteristics of successful roundtables, the roundtable team, planning, and roundtable promotion.

All Bachelor of Roundtable commissioners must enroll in the above 4-session class. Cub Scouts BRS candidates then take BRS 251 in course sessions 5 and 6. Scouts BSA BRS candidates take BRS 252 in sessions 5 and 6.

BCS 251	Cub Scouts Roundtable Workshop: Cub Scouts Roundtable Commissioners and their staff are trained to plan, run and administer Roundtables. Included is training on Commissioner Roundtable Tools and exposure to resources to improve and support the Roundtable program. Participants will engage in exercises to create an "ideal" CS Roundtable model and will group problem-solving issues often confronted.
BCS 252	Scouts BSA Roundtable Workshop: During the first part of this workshop, participants will conduct a mock Scouts BSA Roundtable planning meeting in which all elements of a Roundtable program are discussed and planned. Participants will then execute this plan in the second phase of this workshop. Specifically, they will conduct an entire meeting from the flag ceremony to the closing.

MASTERS OF ROUNDTABLE - Course Offering

<u>Course</u>	<u>Title and Description</u>
MCS 450	Masters of Roundtable Service: This program provides strategies for working effectively with the professional staff, the District Commissioner, and the Training Chair to support the RT program. Participants learn how to identifying needs and positions required for RT support. Tools and resources are presented to help (a) find and recruit chairs and (b) design format and breakout sessions. Additional avenues of training and information outlets are also explored. Students develop effective ways to use electronic methods to provide announcements and other RT information. An award program is discussed that is intended to recognize (and to encourage) RT attendance. Finally, other training opportunities related to the future of Scouting are explored.

DISTRICT COMMISSIONER AND ADC TRAINING

This is an all-day training program for DCs and ADCs. New DCs and ADCs are especially encouraged to enroll. This program is open to any administrative commissioner.

DIRECTIONS TO CERNER RIVERPORT CAMPUS

6711 N.E. Birmingham
KC, MO 64117

FROM I-70 WEST

I-70 East (to Kansas City) to I-35 North
Take the Armour Road East (HWY 210) Exit
(You will pass Cerner on your left)
Follow Armour Road East to Searcy Creek Parkway.
Exit and continue East on Frontage Road/Birmingham Road.
Continue East through the winding right and left turns, maintaining a parallel orientation to Hwy
After passing under the Riverport Campus walkway, turn left and enter the garage.

FROM I-70 EAST

I-70 West (to Kansas City) to I-435 North
Get on 210 West (Armour Road)
Follow Armour Road West to Searcy Creek Parkway.
Exit and go East on Frontage Road/Birmingham Road.
Continue East through the winding right and left turns, maintaining a parallel orientation to Hwy 210.
After passing under the Riverport Campus walkway, turn left and enter the garage.

FROM I-35 NORTH

I-35 South to Armour Road East (HWY 210)
(You will pass Cerner on your left)
Follow Armour Road East to Searcy Creek Parkway.
Exit and continue East on Frontage Road/Birmingham Road.
Continue East through the winding right and left turns, maintaining a parallel orientation to Hwy 210.
After passing under the Riverport Campus walkway, turn left and enter the garage.

FROM I-35 SOUTH

I-35 North to Armour Road East (HWY 210)
(You will pass Cerner on your left)
Follow Armour Road East to Searcy Creek Parkway.
Exit and continue East on Frontage Road/Birmingham Road.
Continue East through the winding right and left turns, maintaining a parallel orientation to Hwy 210.
After passing under the Riverport Campus walkway, turn left and enter the garage.

- **Please park, enter the lobby through the garage and take the elevator to the third floor.**
- **Follow the walkway to the reception area where a College of Commissioner Service representative will greet you.**