

Atlanta Area Council College of Commissioner Science

Course Matrix 2016

(Click on a class number for its description)

[Jump to Degree requirements](#)

7:00-8:00		Registration and Gathering					
8:00 - 8:15am		General opening, Intro, Greeting (Auditorium)					
Time	Period	Bachelors <i>Bill Affeldt</i>	Masters <i>Wade Patrick</i>	Continuing Education <i>Roger Young</i>		Roundtable <i>Mike Chapman</i>	Doctorate <i>Dr. Geoff Barnes</i>
		Room A - BS	Room B - MS	Room C - CE	Room D - CE	Room E - RT	Room F - PhD
8:20 - 9:10 50 min	1	BCS 104 Contacting Units	MCS 306 Counseling Skills	CED 714 Special Needs Scouting - ADHD	(room open)	BCS 151 The Roundtable Commissioner Team	DCS 501 Thesis/Project/ Topic Selection
9:15 - 10:05 50 min	2	BCS 112 What Would You Do	MCS 311 All About Assistant District Commissioners	MCS 316 Effective Unit Service in Rural Areas	(room open)	BCS 152 Using the Roundtable Program Guides	DCS 502 Limiting the Scope of the Topic
10:05- 10:20 15 min		BREAK					
10:20 - 11:10 50 min	3	BCS 107 Unit Journey to Excellence	MCS 312 Recruiting New Commissioners	MCS 315 Effective Unit Service in Low Income Urban Communities	(room open)	BCS 153 Promoting Roundtable	DCS 699 Thesis / project presentations
11:15 - 12:05 50 min	4	BCS 105 Practical Solutions to Common Unit Needs	MCS 318 Top 10 Ways to Ensure Good Commissioner Service	MCS 461 Advanced Commissioner's Tools (reports)	(room open)	BCS 154 The Cub Scout Roundtable	DCS 503 Developing the Thesis Outline and Writing the Report
12:10-1:00 50 min		LUNCH (Cafeteria)					
1:00-1:50 50 min	5	MCS 499 - Special Topics Discussion (Auditorium)					
1:55-2:45 50 min	6	BCS 116 Detailed & Collaborative Assessments	MCS 321 Service to New Units	CED 716 Managing Conflict	(room open)	BCS 155 The Boy Scout Roundtable	DCS 504 Project/Thesis Writing and Workshop
2:50 - 3:40 50 min	7	BCS 117 Selecting Quality Leaders	MCS 317 How to Remove a Volunteer	CED 723 Reaching the Next Multicultural Generation	CED 711 International Scouting	BCS 156 Recruiting, Training, and Recognizing the Roundtable Team	DCS 508 Administering Lifesaving
3:40 - 4:15 35 min		Social / Refreshments					
4:15-5:00 40 min		Commencement / Recognitions / Closing / Dismissal (Auditorium)					

Requirements for each degree

[Link to College of Commissioner Science Progress Record](#)

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Bachelors of Commissioner Science

- Current registration as a commissioner
- Complete a minimum 7 classes, at least 5 of which are BCS level classes
- Council Approval (Council Commissioner and Executive or their designees)

Masters of Commissioner Science

- Current registration as a commissioner
- Earn the Bachelors of Commissioner Science degree
- Complete a minimum of 14 classes, at least 7 of which are MCS level
- Earn the Arrowhead Honor
- Council Approval (Council Commissioner and Executive or their designees)

Doctorate of Commissioner Science (Complete the Progress Record)

- Current registration as a commissioner
- Earn the Masters of Commissioner Science degree
- Complete a minimum of 24 classes, at least 5 of which are DCS level
- Earn the Commissioner's Key
 - Serve on Staff of a College of Commissioner Science event or work with training support for Commissioners for at least one year
- Complete and present an approved thesis or project
- Council Approval (Council Commissioner and Executive or their designees)

Course	Title	Description/objective	Some of what the participant will learn
BCS 104 (top)	Unit Visitation / Unit Contacts	Commissioners' primary role as a friend to the unit is to help the unit succeed. At the core of unit service and the most basic task is the unit visit. This is where the unit can experience the caring and support that the commissioner offers.	<ul style="list-style-type: none"> Describe how the concept of commissioner service is demonstrated in monthly unit visits; Identify ways to demonstrate good commissioner service Explain the importance of using the Commissioner Tools to record and manage unit contacts.
BCS 105 (top)	Practical Solutions to Common Unit Needs	A commissioner's primary purpose is to help units succeed, develop a better program, and operate effectively. Frequently commissioners are called upon to assist units with concerns that could hinder the unit's success.	<ul style="list-style-type: none"> Participants of this course will become familiar with how to respond to these concerns using Commissioner Helps and Early Warning Signals.
BCS 107 (top)	Unit Journey to Excellence	Learn about the elements of the Unit Journey to Excellence and what it takes to ensure success in every unit.	<ul style="list-style-type: none"> Identify the key categories of performance for Journey to Excellence. Tell how the commissioner staff affects Journey to Excellence performance. Identify resources to help improve Journey to Excellence performance.
BCS 112 (top)	What Would You Do?	Prepare the unit commissioner to deal with some of the more common issues.	<ul style="list-style-type: none"> How to effectively address difficult situations, such as distrusting leaders, common unit issue, etc.
BCS 116 (top)	Detailed & Collaborative Assessments	How to conduct an Action Planning meeting with a unit using the Unit Self-Assessment	<ul style="list-style-type: none"> Tools and the guidelines for the Action Planning process. How the commissioner guides the unit leader and the unit chair through the assessment process, as well as monitors and reports progress throughout the year.
BCS 117 (top)	Selecting Quality Leaders	Learn a better method of recruiting unit leaders	<ul style="list-style-type: none"> The process from listing the unit needs through working with a steering committee, meeting with the prospect, and completing a membership application. Following up with welcoming the new leader and scheduling training.
BCS 151 (top)	The Roundtable Commissioner Team	During this course we will review the duties and responsibilities of the Roundtable Commissioner Team. We will do this by looking at the individual responsibilities of each member of the Roundtable Commissioner Team	<ul style="list-style-type: none"> Identify what should unit leaders expect from a Roundtable The characteristics of a successful Roundtable The qualities Roundtable Commissioner Team members should have The positions of a Roundtable Commissioner Team Identify what the duties of each Roundtable Commissioner Team member Understand the leadership roles of Roundtable Commissioner Team

Course	Title	Description/objective	Some of what the participant will learn
BCS 152 (top)	Using the Roundtable Program Guides	During this presentation we review the Roundtable Planning Guides for Cub Scouts, Boy Scouts to include Varsity Teams and the Venturing Monthly Program Forum. We will do this by looking at the roundtable guides for each program and understand the parts and pieces of each. We will also cover the importance of using the planning guides.	<ul style="list-style-type: none"> • Identify the Planning Guides for Cub Scout and Boy Scout Roundtable, Varsity Huddle and Venturing Forum • Discuss how to adapt the Boy Scout Roundtable Guide for the Varsity Huddle • Discuss why using the Roundtable Planning Guides is important • Review Parts of the Roundtable Planning Guides
BCS 153 (top)	Promoting Roundtable	Without proper and consistent promotion you may find yourself frustrated at the lack of participation in your District and Council. A quality and consistent roundtable and a strong marketing campaign will attract and retain participants over time and impact their overall ability to lead their Scouting units.	<ul style="list-style-type: none"> • Review the current Roundtable attendance and think about how to improve it with good promotion. • Note that Roundtable attendance is now tracked in Commissioner Tools. • Understand why they should be promoting roundtable to communicate its purpose and how it supports quality leadership and a strong program. • Understand what they are promoting about roundtable to attract and retain participants. • Identify where they should be promoting roundtable and what methods could potentially be used. • Describe how they can be promoting roundtable including the most common methods.
BCS 154 (top)	The Cub Scout Roundtable	Cub Scout Roundtable is a form of commissioner service and supplemental training for volunteers at the unit level. The objectives of roundtables are to provide Cub Scout leaders with program ideas, information on policy and events, and training opportunities. It is a forum for sharing experiences and enjoying fun and fellowship with other Cub Scout leaders.	<ul style="list-style-type: none"> • Be introduced to the Cub Scout Roundtable Guide and how to use it • Be informed of the length and format of Cub Scout Roundtable • Be informed of the parts of a Cub Scout Roundtable • Will delve deeper into the Cub Scout Interest Topic • Be introduced to components of the CUB SCOUT SESSION portion of roundtables

Course	Title	Description/objective	Some of what the participant will learn
BCS 155 (top)	The Boy Scout Roundtable	The objectives of roundtables are to provide leaders with program ideas, information on policy and events, and training opportunities. It is a forum for sharing experiences and enjoying fun and fellowship with other Boy Scout leaders. When skillfully executed, the roundtable experience will inspire, motivate, and enable unit leaders to provide a stronger program for their Scouts.	<ul style="list-style-type: none"> • Be introduced to the Boy Scout Roundtable Guide and how to use it • Be informed of the length and format of Boy Scout Roundtable • Be informed of the parts of a Boy Scout Roundtable • Will delve deeper into the Boy Scout Interest Topic • Be introduced to components of the BOY SCOUT SESSION portion of roundtables
BCS 156 (top)	Recruiting, Training, and Recognizing the Roundtable Team	Potential roundtable staff members are everywhere— all you have to do is look. In recruiting your roundtable staff, be sure to look for people who are creative and innovative, and who have a “can do” attitude. Roundtable commissioners and assistants should all be trained so they will be fully qualified to present material and teach skills at roundtables in an interesting way. All roundtable commissioners are eligible to work toward commissioner service awards.	<ul style="list-style-type: none"> • Recruiting the Roundtable Staff • Training the Roundtable Staff • Recognizing the Roundtable Staff
MCS 306 (top)	Counseling Skills	How to use counseling skills to help unit leaders develop their potential.	<ul style="list-style-type: none"> • What is counseling • Elements of good counseling • How to make suggestions • Leadership styles
MCS 311 (top)	All About Assistant District Commissioners	ADCs are responsible for an assigned share of units in the district, and they supervise the commissioners who serve those units	<ul style="list-style-type: none"> • ADC Responsibilities • Good People Skills • ADC Work Session – how to plan and evaluate
MCS 312 (top)	Recruiting New Commissioners	Learn to develop and put into action a suitable recruiting plan.	<ul style="list-style-type: none"> • Step by step instructions of recruiting new commissioners, both in an individual or group setting. • Recruiting is a journey, not a final destination.
MCS 315 (top)	Effective Unit Service in Low Income Urban Communities	This session refers to those urban communities where community considerations require refinement and flexibility for volunteer-led packs, troops, crews, and posts to be successful.	<ul style="list-style-type: none"> • Service to low-income communities is part of our Scouting roots • Best methods for successful units. • Benefits of units in low income areas. • People considerations in recruiting adults • Overcoming financial needs
MCS 316 (top)	Effective Unit Service in Rural Areas	This course discusses how to implement a Scouting program in remote rural areas.	<ul style="list-style-type: none"> • Defining “remote”, and what works in each • People considerations in recruiting adults • Adapting Scouting to rural environment • Who services a rural area, and what are the advantages.

Course	Title	Description/objective	Some of what the participant will learn
MCS 317 (top)	How to Remove a Volunteer	This session will teach you how to address the ineffective volunteer.	<ul style="list-style-type: none"> Identify types of poor performance Forming an action plan Learn for the future
MCS 318 (top)	Top 10 Ways to Ensure Good Commissioner Service	This session summarizes key factors in good commissioner service found in other courses.	<ul style="list-style-type: none"> Summarize our tasks in a few simple words in this top 10 list, counting down from #10, to the most important #1.
MCS 321 (top)	Service to New Units	The commissioner plays a vital role not only in the creation of new units, but in their continued growth and success.	<ul style="list-style-type: none"> The Four Pillars of High Performing units New-Unit Commissioner (NUC) duties The NUC and New-Unit-Organizer Team Who makes a good NUC Using the Unit Performance Guide
MCS 461 (top)	Advanced Commissioner's Tools (reports)	How to use the data in Commissioner Tools to improve the support of your units	<ul style="list-style-type: none"> Creating useful reports Unit Service plans
MCS 499 (top)	Special Topics Discussion	Keynote presentation by Southern Region Commissioner Frank Harper	
DCS 501 (top)	Selecting a Thesis / Project Topic	This session introduces the participants to the thesis or project.	<ul style="list-style-type: none"> What constitutes a good topic or project Difference between thesis and project, and associated reports Help in selecting the general topic Preliminary steps and approval process
DCS 502 (top)	Limiting the Scope of the Topic	Participants receive help in reducing the thesis/project topic to a workable size and get ideas for their thesis or project research.	<ul style="list-style-type: none"> Select a viable thesis/project Methods used to limit the scope and size Methods of gathering information for thesis/project.
DCS 503 (top)	Developing the Thesis / Project	This session covers the thesis/project outline and a variety of suggestions for writing and revising the report.	<ul style="list-style-type: none"> Important parts of a thesis/project report. Doing the research or project Writing the thesis or project report
DCS 504 (top)	Thesis – Project Workshop	This course is for those who feel they need more help getting started on or completing their thesis/project.	<ul style="list-style-type: none"> Scouters who have completed their DCS will discuss their challenges and solutions Question and Answer period. Evaluate possible topics for your thesis / project, and select your topic.
DCS 508 (top)	Administering Lifesaving	Administrative commissioners are taught to give leadership to a commissioner lifesaving concept.	<ul style="list-style-type: none"> When a lifesaving team should be formed Resources Advantages and disadvantages of either a temporary or permanent lifesaving team.
DCS 699 (top)	Thesis / project presentations	Presentations of projects and theses by PhD candidates	

Course	Title	Description/objective	Some of what the participant will learn
CED 711 (top)	International Scouting	An overview of the International Scouting programs	<ul style="list-style-type: none"> Resources and links to the different sites that promote international Scouting.
CED 714 (top)	Special Needs Scouting - ADHD	This course will provide knowledge to share with unit leaders to provide a special needs advancement program.	<ul style="list-style-type: none"> Become familiar with the “Rules of Engagement” for advancement Examples of disabilities, and issues Individual Scout Achievement Plan
CED 716 (top)	Managing Conflict	Learn to analyze conflict and apply tools to specific situations	<ul style="list-style-type: none"> Identify the cause and possible tools Apply tools to specific situations Goal to allow relationships to grow
CED 723 (top)	Reaching the Next Multicultural Generation	This course will give you a better understanding of the various ethnic groups and their participation in youth groups.	<ul style="list-style-type: none"> Learn what is important to each ethnicity. How does Scouting fit in How to reach parents and youth, with focused marketing