# Atlanta Area Council College of Commissioner Science

## Course Matrix 2020

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
<th>Bachelors</th>
<th>Bachelors / Masters / Continuing Ed</th>
<th>Masters</th>
<th>Continuing Education</th>
<th>Doctorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-8:00</td>
<td></td>
<td>Registration and Gathering</td>
<td>General opening, Intro, Greeting</td>
<td>Room TBD</td>
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<td>8:00 - 8:15am</td>
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### 8:20 - 9:10 50 min

**MCS 499** – Larry Chase, National Commissioner Service Chair  
Keynote Presentation

### 9:15 - 10:05 50 min

- **BCS 101**  
  Core Concepts of Commissioner Service
- **BCS 152**  
  Year Round Roundtable Planning & Promotion
- **MCS 304**  
  Commissioner Service for Units at Risk
- **CED 809**  
  Resources to Help Scouts in Need
- **DCS 501**  
  Selecting Your Project or Thesis Topic

### 10:05 - 10:20 15 min

**BREAK**

### 10:20 - 11:10 50 min

- **BCS 103**  
  Linking District Resources
- **BCS 225**  
  Introducing to Scouting’s Outreach Programs
- **MCS 312**  
  Recruiting a Commissioner Team
- **CED 821**  
  Assessing District Health
- **DCS 502**  
  Limiting the Scope of the Topic

### 11:15 - 12:05 50 min

- **BCS 104**  
  Contacting Units
- **BCS 154**  
  Cub Scout Roundtables
- **MCS 307**  
  Commissioner Service for Newly Formed Units
- **CED 899**  
  The Commissioner Forum (hold on to your seats!)
- **DCS 503**  
  Developing Your Project or Thesis

### 12:10-1:00 50 min

**LUNCH**

### 1:00 - 1:50 50 min

- **BCS 117**  
  Commissioner & Unit Key 3
- **BCS 155**  
  Scouts BSA Roundtables
- **MCS 417**  
  How to Remove a Volunteer
- **CED 716**  
  Conflict Resolution for Commissioners
- **DCS 699**  
  Thesis / Project Presentations by DCS Candidates

### 1:55-2:45 50 min

- **BCS 116**  
  Collaborative Assessments
- **MCS 314**  
  The Commissioner and the Professional
- **MCS 316**  
  Developing the Unit Service Plan
- **CED 850**  
  Legacy of Thought – Learnings from an Atlanta Doctor of Comm. Science
- **DCS 504**  
  Project / Thesis Open Workshop Forum (two sessions)

### 2:50 - 3:40 50 min

- **BCS 105**  
  Resolving Common Unit Issues
- **CED 811**  
  International Scouting for the Commissioner
- **MCS 313**  
  Onboarding New Commissioners
- **CED 713**  
  Advancement for Scouts with Special Needs – Role of the Commissioner

### 3:40 – 3:50 10 min

**BREAK / SOCIAL / REFRESHMENTS / SHOPPING**

### 3:50-4:20 30 min

**COMMENCEMENT / RECOGNITION / CLOSING / DISMISSAL**
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description/Objective</th>
<th>Some of what the participant will learn</th>
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</table>
| BCS 101  | Core Concepts of Commissioner Service         | The position of commissioner is one of the oldest in Scouting. This course reviews and reinforces the commissioner core concepts and identifies the key skills needed for commissioners to be able to assess the units they serve. | • Define and identify the role and types of commissioners  
• Describe the five commissioner focus areas  
• State the key skills needed to be a good commissioner  
• Apply this new knowledge and understanding for exceptional unit service |
| BCS 103  | Linking District Resources                    | Although commissioners are viewed as very knowledgeable and capable individuals, a key part of their job is to actually point a unit in the direction of the actual process owner for the topic in question. Many of those topics have a process owner on the local District Committee who has ready access to further resources and wisdom. | • Explain typical District structure and the functions of the District  
• Know how to use the resources of the District to better support the units they serve  
• Utilize the Unit Service Plan when assessing the unit needs by identifying District resources |
| BCS 104  | Contacting Units                              | This course examines the role of contacts between commissioners and their units.                                                                                                                                          | • Describe how the concept of commissioner service is demonstrated in frequent unit contacts  
• Identify ways to demonstrate good commissioner service as we serve as a coach/mentor and representative of the BSA  
• Explain the importance of using Commissioner Tools to record and manage unit contacts |
| BCS 105  | Resolving Common Unit Issues                  | The unit commissioner’s goal in supporting a unit is to discover strengths and needs and to help the unit improve. Some issues are common and can be resolved readily.                                                          | • Use the detailed assessment to identify unit strengths and needs  
• Understand early warning signals of unit issues  
• Identify focus areas for observing specific unit needs during regular contacts |
| 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.                                                            | • Understand the importance of the Collaborative Assessment  
• Develop and utilize a Unit Service Plan  
• Assess and record results of the USP in Commissioner Tools |
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| BCS 117 | Commissioner & Unit Key 3                  | In this course, we examine the roles of the unit key 3, and how commissioners work and coach each.                                                                                                                      | • Identify the roles of the unit key 3 leadership  
• Create a working bond between the key 3 and the commissioner  
• Translate unit key 3 equals stronger units                                                                                                                   |
| BCS 152 | Year Round Roundtable Planning & Promotion | Participants will be learning how to plan a year roundtable program to best serve the units in their districts. They will also discuss how to promote Roundtables to the units they serve. Each member of the Roundtable Commissioner Team  | • EXPLAIN the Roundtable planning process and how to create an annual plan.  
• DISCUSS how to utilize the roundtable planning guides as a planning tool.  
• UNDERSTAND the importance of a well-planned roundtable in providing unit service to the district.  
• UNDERSTAND methods for promoting roundtables.                                                                                                                  |
| BCS 154 | Cub Scout Roundtables                      | Cub Scout Roundtables are normally the first district event that a new leader attends. Focused on FUN and giving new and seasoned leaders “the will to do and the skill to do” is important not only for the leaders but for the youth they bring the information back to. This course extends the learning material from Roundtable Basic.  | • Explain the elements of a cub scout roundtable  
• Discuss how to utilize the program information in the Cub Scout Roundtable Planning Guide  
• Understand how to provide cub scout leaders with the Skill to do and the Will to do                                                                             |
| BCS 155 | Scouts BSA Roundtables                     | Scouts BSA roundtables provide Scout leaders with the resources they need to run a better program in their unit. It is important for everyone to remember that the youth run the unit and that the information gets back to unit.  | • Explain the elements of the Scouts BSA roundtable as a part of the District Roundtable  
• Discuss how to utilize the program information in the roundtable planning guide  
• Understand how to provide Scout leaders with the Skill to do and the Will to do                                                                                 |
| BCS 225 | Introduction to Scouting’s Outreach Programs | This course is an opportunity for commissioners to learn about several of the outreach programs in the Atlanta Area Council, including Scoutreach, after school units, and the role of program specialists.  | • Understand how outreach units are formed and supported  
• Learn how commissioners can support these units                                                                                                                    |
| MCS 304 | Commissioner Service for Units at Risk     | In this course, indicators of units at risk, approaches for investigating units reported to be at risk and resolving the issues that have put the unit at risk are discussed.  | • Identify the symptoms of a unit at risk.  
• Determine possible causes of the problem.  
• Describe approaches to solve the problem.  
• Use Commissioner tools to clearly report to the ADC/DC unit problems and needs.                                                                                  |
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| MCS 307| Commissioner Service for Newly Formed Units      | In this course, a commissioner will learn the role of a new-unit commissioner and become familiar with working side by side with a new unit organizer.                                                                 | • Define the role of the new-unit commissioner  
• Establish the difference between a new-unit commissioner and a unit commissioner  
• Understand the partnership between the new-unit commissioner and the new-unit organizer  
• Understand the importance of the new-member coordinator  
• Identify new-unit commissioner training opportunities                                                                 |
| MCS 312| Recruiting a Commissioner Team                   | This course looks at the why and how of effective recruiting.                                                                                                                                                          | • Understand the recruiting vision  
• Review the various commissioner roles  
• Review the 5 Ps of recruiting  
• Explain the Skill, Thrill, Ill, and Kill of recruiting  
• Know the when, where, and why of recruiting  
• Review some recruiting tips                                                                 |
| MCS 313| Onboarding New Commissioners                     | In this course, a commissioner will learn how to effectively onboard new commissioners so that they can effectively provide service to their units.                                                                 | • Explain why we onboard commissioners  
• Discuss what is included in the onboarding process  
• Review the onboarding process for new commissioners                                                                 |
| MCS 314| The Commissioner and the Professional             | In this course, learn more about the relationship between the commissioner and the professional. How can they work closely together to reach a common goal of providing quality service to units? What can the professional do to help the volunteer accomplish their goals and what can the commissioners do to help the professional accomplish their goals and fulfil their critical achievements? | • Understand the common origins of the commissioners and professionals and their current roles  
• Discuss elements of a positive and productive relationship  
• Discover opportunities to work together to support unit success including “tricks of the trade”  
• Discuss “volunteer driven and professionally guided” |
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| MCS 316 | Developing the Unit Service Plan | The course is designed to provide understanding of the various components comprising a detailed unit health assessment, identify arising problems and issues, and develop a successful unit service plan based on the outcome of a thorough, collaborative, detailed unit health assessment. | • Understand the role and involvement of the district operating committee in supplying specialized resources to support unit needs.  
• Possess insight and awareness necessary to evaluate unit functions and identify the best available resources to assist with unit needs.  
• Identify critical elements in collaborative detailed unit health assessments to improve unit performance and formulate a successful unit service plan. |
| MCS 417 | How to Remove a Volunteer | As a commissioner, you should be prepared to help guide volunteers with how to remove a volunteer. **Note:** This course does not address removing a person for cause or grounds for legal action such as theft, misrepresentation, or committing an immoral act. This course will focus on the ineffective volunteer, the person who just isn’t working out. | • Types of poor performance  
• Some reasons why people are ineffective  
• Who has the authority to remove a volunteer  
• How to guide others through removing a volunteer  
• How to help prevent the need for removing a volunteer |
| MCS 499 | Special Topics Discussion | Keynote presentation -- TBD | This session is open to all participants and will be held in the auditorium. It will be held right after the opening so that it does not conflict with any other course. |
| DCS 501 | Selecting Your Project or Thesis Topic | This session introduces the participants to the thesis or project. | • 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 | 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. | • Select a viable thesis/project  
• Methods used to limit the scope and size  
• Methods of gathering information for thesis/project. |
| DCS 503 | Developing Your Project or Thesis | This session covers the thesis/project outline and a variety of suggestions for writing and revising the report. | • Important parts of a thesis/project report.  
• Doing the research or project  
• Writing the thesis or project report |
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| DCS 504 | Project/Thesis Open Workshop Forum | This course is for those who feel they need more help getting started on or completing their thesis/project. | • 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 699 | Thesis / Project Presentations by DCS Candidates | Presentations of projects and theses by DCS candidates | • The opportunity to see a thesis or project that has been approved  
• Ability to ask questions of the DCS candidate who has completed the process |
| CED 713 | Advancement for Scouts with Special Needs – Role of the Commissioner | 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. |
| CED 716 | Conflict Resolution for 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. | • Analyze the source and cause of conflict  
• Identify tools to mediate conflict  
• Learn how to apply the tools to specific situations |
<p>| CED 809 | Resources to Help Scouts in Need | This course is an opportunity for commissioners to learn the details of the BSA Scoutreach program and the opportunities to assist the council for urban and rural youth. | • Understand the background and conditions that lead to the creation of these Scoutreach units |</p>
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<td>CED 811</td>
<td>International Scouting for the Commissioner</td>
<td>This course gives commissioners an overview of the International Scouting programs available so they can take that information to their units. This course will be facilitated by member(s) of Atlanta Area Council’s International Committee.</td>
<td>• Discover the vast opportunities of Scouting in the World and how to tap into them, through connections and resource links</td>
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<tr>
<td>CED 821</td>
<td>Assessing District Health</td>
<td>Learn about the resources necessary to assess a district’s ability to provide quality unit service. Learn how to use the resources available to the commissioner that can assist in identifying strengths and bring improvements to weaknesses found in the district.</td>
<td>• Discuss who is involved with assessing district health • Review the district operations structure • Identify the two primary tools to assess district health • Discuss how goal setting helps in guiding success • Agree to assist in meeting Journey to Excellence and annual district evaluation standards • Identify other resources to help set and meet district goals</td>
</tr>
<tr>
<td>CED 850</td>
<td>Legacy of Thought – Presentation of a Thesis from an Atlanta DCS</td>
<td>This course is an opportunity for commissioners to learn the details buried in a thesis that previously earned a commissioner the Doctorate of Commissioner Science</td>
<td>• Understand the background and conditions that led to the creation of the thesis • Learn the approach and research that went into the formation and creation of the thesis • Learn the details of the conclusions, recommendations and applicability of the thesis • Discuss how it relates and is useful to today’s commissioner corps</td>
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<tr>
<td>CED 899</td>
<td>The Commissioner Forum</td>
<td>This AAC group interaction class will focus on a panel of experienced commissioners discussing topics with the audience with a past &amp; present &amp; future take on the subject matter.</td>
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