



College of Commissioner Science

Longhorn Council, BSA

2009



Degree Requirements And Course Catalog

- *Basic Training for Unit Commissioners & Roundtable Commissioners*
- *Bachelor of Commissioner Science*
- *Bachelor of Commissioner Admin*
- *Master of Commissioner Science*
- *Doctor of Commissioner Science*
- *Certificate of Postgraduate Studies*
- *Certificate of Continuing Education*

**Texas Christian University
Fort Worth, Texas**

Greetings From The Dean

As a commissioner, your role is different from that of other Scouters. The insignia you wear displays a wreath around Scouting's trefoil representing your commission to serve chartered organizations in the operation of Cub Scout packs, Boy Scout troops, Varsity Scout teams, and Venturing crews. The quality of Scouting depends upon the men and women who wear this wreath of service.

The commissioner is the liaison between the local council and Scouting units. The commissioner's mission is to keep units operating at maximum efficiency, maintain regular contact with unit leaders, counsel leaders on where to find assistance, note weaknesses in programs, and suggest remedies. The commissioner is successful when units effectively deliver the ideals of Scouting to their members.

Learning is a lifetime activity. As commissioners, we must continually adjust our skills to provide a more valuable service to our units. Therefore, commissioners should view learning as an important part of their Scouting lives-every month, every year.

Nationally developed courses, resource materials, and training recognition provide the structure for good commissioner training. It is the mission of the Longhorn Council Commissioner's Cabinet to provide fun, sparkle, motivation and frequent training opportunities so that commissioners will learn good unit service skills.

To that end, along with our Council Commissioner, I would like to encourage you to attend this year's College of Commissioner Science. College Day is set for Saturday, August 1st, 2009 and will be held on the campus of Texas Christian University in Fort Worth, Texas.

This will be a full day of learning and fellowship with opportunities to earn the recognition of a Bachelors, Masters or Doctorate in Commissioner Science. You will be getting the most up-to-date information on ways to improve your service to your units. These informative one-hour classes are packed with material you can use at your next visit and will be presented by some of the most experienced commissioners in Longhorn Council.

Attached you will find information on the courses offered and the various degree requirements. We will also offer Basic Unit Commissioner Training in the college format so you can receive your basic training and your Bachelor of Commissioner Science degree at the same time.

I urge you to pre-register for the college on line at <http://LonghornCCS.org>. This will help us to ensure that we have course curriculum on hand, and lunch reserved for you.

I look forward to seeing you on College Day!

Warmest Regards,

Gregory Anderson
Assistant Council Commissioner
Continuing Education & Training

College Day Schedule—Saturday, August 1, 2009

8:30 AM—9:00 AM	Registration	Pre-Registered-Tucker Lower Level New Registration-Tucker Upper Level
9:00 AM	Opening Ceremonies	Sid Richardson Lecture Hall 2
9:30 AM—12:20 PM	Three, 50-minute Periods	Tucker Technology Center
12:20 PM—1:00 PM	Lunch (Provided)	Lower Level of Tucker Tech Center
1:00 PM—4:50 PM	Four, 50-minute Periods	Tucker Technology Center
5:00 PM	Graduation Ceremonies	Sid Richardson Lecture Hall 2

Commissioner Basic Training

UNIT-SERVING COMMISSIONER BASIC TRAINING

Prerequisites

- Current registration as a commissioner, including those recently recruited
- Completion of commissioner orientation (Commissioner Fieldbook, pages 4-8)

Course Requirements

- Completion of the seven courses of instruction listed below:
- BCS 101, 102, 103, 104, 105, 106 and MCS 303

Performance

- Approval of district commissioner
- Approval of district executive

ROUNDTABLE STAFF COMMISSIONER BASIC TRAINING

Prerequisites

- Current registration as a commissioner, including those recently recruited
- Completion of commissioner orientation (Commissioner Fieldbook, pages 4-8)

Course Requirements

- Completion of the seven courses of instruction listed below:
- BCS 101, 103, 108, 109, CEB 120, 130 and MCS 404

Performance

- Approval of district commissioner
- Approval of district executive

Commissioner Degree/Certificate Requirements

BACHELOR OF COMMISSIONER SCIENCE DEGREE (BCS)

Prerequisites

- Current registration as a commissioner, including those recently recruited
- Completion of commissioner orientation (Commissioner Fieldbook, pages 4-8)
- Completion of commissioner basic training
- May be earned in conjunction with the CCS Commissioner Basic Training Course

Course Requirements

- Completion of seven courses of instruction, at least five at the bachelor's program level

Performance

- Approval of district commissioner
- Approval of district executive

BACHELOR OF COMMISSIONER ADMINISTRATION DEGREE (BCA)

Prerequisites

- Current registration as a commissioner, including those recently recruited
- Completion of commissioner orientation (Commissioner Fieldbook, pages 4-8)
- Completion of commissioner basic training

Course Requirements

- Completion of the seven courses of instruction listed below:
- BCS 103, 104, 105, 106 and any three of the following electives; BCS 114, CEB 207, CEM 301, MCS 302, MCS 303, MCS 307 or MCS 402

Performance

- Approval of district commissioner
- Approval of district executive

MASTERS OF COMMISSIONER SCIENCE DEGREE (MCS)

Prerequisites

- Completion of bachelor's degree or have been awarded the Commissioner's Key
- Earned Arrowhead Honor
- Current registration as a commissioner

Course Requirements

- Completion of seven additional courses of instruction (total of 14), at least seven of the courses at the master's program level.

Performance

- Approval of district commissioner
- Approval of district executive

DOCTORATE OF COMMISSIONER SCIENCE DEGREE (DCS)

Prerequisites

- Completion of master's degree
- Have been awarded the Commissioner's Key
- Current registration as a commissioner

Course Requirements

- Completion of 10 additional courses of instruction not used to qualify for other college awards (total of 24), at least five of the courses at the doctor's program level.

Commissioner Degree/Certificate Requirements (Cont.)

Thesis or Research Project

- Completion of a thesis or research project on any topic of value to Scouting in the local council.
- The topic and final paper or project must be approved by the dean of the doctor’s program and the staff adviser.

Performance

- Serve on the CCS faculty (instructor or support staff) for a least one year.
- Recruit at least three new commissioners.
- Approval of district commissioner.
- Approval of district executive.

CERTIFICATE OF ACHIEVEMENT FOR POSTGRADUATE STUDIES

This certificate may be earned as often as participant desires (whether or not they have completed the doctor’s degree).

Prerequisites

- Completion of the master’s degree
- Current registration as a commissioner

Course Requirements

- Completion of any seven additional courses of instruction at the master’s or doctor’s program levels not used to qualify for other college awards.

Performance

- Approval of the district commissioner
- Approval of the district executive

CERTIFICATE OF CONTINUING EDUCATION STUDIES

This certificate may be earned as often as participant desires (whether or not they have completed a degree program).

Prerequisites

- Current registration, in any capacity, with the BSA

Course Requirements

- Completion of any College of Commissioner Science course as listed in the current catalog

Performance

- Not applicable

Course Offerings Schedule *(Subject to Change)*

Locations	8:30 - 9:00	9:00 - 9:15	9:30 - 10:20	10:30 - 11:20	11:30 - 12:20	12:20 - 1:00	1:00 - 1:50	2:00 - 2:50	3:00 - 3:50	4:00 - 4:50	5:00 - 5:30	
Period			1	2	3	LUNCH	4	5	6	7		
			Commissioner Basic Training and Bachelor of Commissioner Science (BCS)									
SR LH 1			BCS 101	BCS 102	BCS 103 *	LUNCH	BCS 104 *	BCS 105 *	BCS 106 *	MCS 303		
			Roundtable Commissioner Basic Training									
SR LH 2			BCS 101	BCS 103	BCS 108	LUNCH	BCS 109	CEB 120	CEB 130	MCS 404		
			General Courses of Instruction (Required for BCA*) (Electives for BCA**)									
RM 138			BCS 110	BCS 111	BCS 112	LUNCH	BCS 113	CEB 203	CEB 204	BCS 114		
SR LH3					CEB 210	LUNCH	CEB 210	CEB 210				
RM 243			MCS 301	CEM 301	CEM 302	LUNCH	MCS 407	MCS 306	MCS 308	MCS 309		
RM 244 (44)			MCS 302	MCS 303	CEM 300	LUNCH	MCS 303	MCS 304	MCS 408	CED 500		
RM 245			MCS 307	MCS 402	MCS 401	LUNCH	MCS 403	MCS 405	MCS 406	CEB 207		
RM 246			DCS 601	DCS 602	DCS 608	LUNCH	DCS 610	DCS 611	CED 615	CED 616		

REGISTRATION
New Registration:
Upper Level
Pre-Registered:
Lower Level

OPENING
CEREMONY
Sid
Richardson
Lecture Hall 2

GRADUATION
CEREMONY
Sid
Richardson
Lecture Hall 2

College of Commissioner Science Curriculum

BACHELOR'S PROGRAM COURSES

BCS 101

Introduction to Commissioner Science

An overview of commissioner service and the single most important resource—*The Commissioner Field-book*.

BCS 102

Unit Charter Renewal

Review a proven plan for reregistering Scouting units on time with minimal loss in membership and leaders. Learn the role of the commissioner to facilitate and achieve on-time charter renewal.

BCS 103

The Commissioner and the District

Interaction of the commissioner with the district executive and district committee. Understanding district and council operation.

BCS 104

Unit Visitation

Provides participants with insights on effective unit visits, what to look for, and how to be help—not a hindrance.

BCS 105

Practical Solutions to Common Unit Needs

Helps commissioners understand how to respond to unit needs. Participants become familiar with Unit Commissioner Worksheets and *Commissioner Helps for Packs, Troops, and Crews*.

BCS 106

A Commissioner's Priorities

Suggests the priorities for a unit commissioner's Scouting time and energy, reviews steps in handling unit problems and covers the important Quality Unit Award.

BCS 108

Effective Roundtables I

Designed for roundtable commissioners and roundtable staff members. Covers basic roundtable ingredients, planning cycle, and resource materials.

BCS 109

Effective Roundtables II

Designed for roundtable commissioners and roundtable staff members as a continuation of "Effective Roundtables I". Covers promotion and publicity, roundtable location, and a variety of morale builders.

BCS 110

Commissioner Style

Presents important qualities for commissioner diplomacy, a concept of "exceptional service", thoughts about "roots and wings", service recovery, and explains how to remove a volunteer.

College of Commissioner Science Curriculum (Cont.)

BCS 111**Health and Safety Training**

This session is the actual Health and Safety Training Course Syllabus of the Boy Scouts of America.

BCS 112**What Would You Do?**

A group participation/discussion session on 10 fascinating situations that commissioners might encounter.

BCS 113**Service to New Units**

Reviews specific commissioner actions to provide adequate care for new units.

BCS 114**Good Volunteer-Professional Relationships**

This special partnership is the core of Scouting success at a council/district level. Learn the qualities and tips that make this relationship work well.

BCS 115—*Not offered in 2009***Commissioners and Diversity**

BSA's leadership and membership reflects the demographic character of our nation. Commissioners can use diversity to make Scouting stronger and more effective.

MASTER'S PROGRAM COURSES**MCS 301****No-Lapse/No-Drop commitment**

The group will explore why units lapse or drop and how to prevent it, how to develop a no-lapse/no-drop plan for a district, and why this is so important.

MCS 302**Unit Finance**

An overview of the unit budget plan, who pays for Scouting at all levels, a variety of successful unit money-earning projects, and how to help units with special financial needs.

MCS 303**Commissioner Lifesaving I**

This session sets the stage for saving a unit and reviews the basic unit lifesaving steps.

MCS 304**Commissioner Lifesaving II**

This is an in-depth continuation of "Commissioner Lifesaving I," dealing with the seven unit "hurry cases".

MCS 306**Counseling Skills**

This session presents counseling as an effective method for commissioners to help units succeed. It covers many elements of good counseling.

College of Commissioner Science Curriculum (Cont.)

MCS 307**Webelos-to-Scout Transition**

Covers important ways commissioners can help boys make the transition from a Cub Scout pack to a Boy Scout troop.

MCS 308**Venturing and the Commissioner**

This session stresses the importance of a commissioner's commitment to Venturing and suggests basic elements of a plan for a commissioner to help every crew succeed.

MCS 309**Good Commissioners Need Both Head and Heart**

Includes great reflections for experienced commissioners. Take home thought-provoking tips and anecdotes.

MCS 401**Just for ADCs**

This session emphasizes the importance of the assistant district commissioner, his or her responsibilities, the effective ADCs people skills, and the evaluation of his or her work.

MCS 402**Recruiting New Commissioners**

This bread-and-butter session for all administrative commissioners covers the steps of recruiting commissioners, group recruiting techniques, and sources of prospects.

MCS 403**Orienting and Training Commissioners**

A session for all administrative commissioners—covers all aspects of commissioner training, including new commissioner orientation, basic training, Arrowhead Honor, the Commissioner's Key, and continuing education. A variety of classroom techniques are also reviewed.

MCS 404**Advanced Roundtable Leadership**

An advanced seminar for roundtable commissioners (not staff) and other administrative commissioners. Includes roundtable staff recruitment, roundtable evaluation, and roundtable finance. Also reviews several important fine points for roundtable success, including how to support your staff.

MCS 405**Effective Unit Service in Low-Income Urban Communities**

This session emphasizes the importance of Scouting for low-income urban communities and suggests practical methods for recruiting local unit adults, helping units with special financial needs, and providing effective commissioner help.

MCS 406**Effective Unit Service in Remote Rural Areas**

This session helps commissioners tailor their service to sparsely populated rural areas, with practical methods for recruiting rural adults and working with rural units.

College of Commissioner Science Curriculum (Cont.)

MCS 407**How to Remove a Volunteer**

An open discussion of a topic only recently put in print. The session provides a variety of practical guidelines on this sensitive topic.

MCS 408**The Commissioner Leader's Top 10 List**

Today everyone has their top 10 list. This group will explore a top 10 list to guarantee good commissioner service.

MCS 409—*Not offered in 2009***District Commissioner Basics**

A great overview of this important position, including all major responsibilities.

DOCTOR'S PROGRAM COURSES**DCS 601****Selecting a Thesis/Research Project Topic**

This session introduces the participants to the thesis project, discusses what constitutes a good thesis or research topic, and helps them select their general thesis topic,

DCS 602**Limiting the Scope of the Topic**

Participants receive help in reducing the thesis topic to workable size and ideas for thesis/project research.

DCS 603—*Not offered in 2009***Developing the Thesis Outline and Writing the Report**

This session covers the thesis outline and a variety of suggestions for writing and revising the report.

DCS 604—*Not offered in 2009***Thesis Workshop**

This course is for those who feel they need more help getting started on or completing their thesis.

DCS 608**Advanced Commissioner Lifesaving**

Administrative commissioners are taught to give leadership to a commissioner lifesaving concept. It also guides selected districts in setting up the lifesaving team approach.

DCS 610**Preventing Commissioner Burnout**

Covers types of burnout and how to prevent or correct it to maximize effective commissioner tenure. Includes valuable tips on time management and refers to several aspects of "commissioner wellness".

DCS 611**Consider Your Spouse and Family**

Suggests ways to enhance family relations and resolve family conflicts regarding Scouting. Discusses how commissioners' spouses can receive recognition from Scouting.

College of Commissioner Science Curriculum (Cont.)

DCS 612—*Not offered in 2009***The Commissioner's Awareness of AIDS**

This timely and important course for commissioners urges councils to use the excellent resources of the American Red Cross to help provide important information with implications for Scouting and administrative Scouters.

CERTIFICATE OF ACHIEVEMENT FOR POST GRADUATE STUDIES**CEB 120****Cub Scout Roundtable**

The basics of conducting Roundtables for Cub Scout unit leaders will be presented. (Bachelor's Program Course).

CEB 130**Boy Scout Roundtable**

The basics of conducting Roundtables for Boy Scout unit leaders will be presented. (Bachelor's Program Course).

CEB 202—*Not offered in 2009***Religious Awards for Scouts**

A look at the various Scout Religious Awards and how to add emphasis to your units program will be covered. (Bachelor's Program Course).

CEB 203**Adult Leader Recognition Awards**

This course will cover ways to recognize your adult leaders for their efforts and will include the use of knots and other national and local programs and ideas. (Bachelor's Program Course).

CEB 204**Membership Recruiting Programs**

This course explores various methods of improving recruiting programs for all levels of Scouting. (Bachelor's Program Course).

CEB 205—*Not offered in 2009***Scouting and the Hispanic Community**

The how-to's of implementing the Scouting Program to the Hispanic Community. (Bachelor's Program Course)

CEB 207**Unit Action Plans**

This course shows how to form a vision of success within the mission of the BSA and an action plan to get there. A tool to help a unit head, committee chair and UC work together as a team. (Bachelor's Program Course)

College of Commissioner Science Curriculum (Cont.)

CEB 210**LDS Commissioner Service**

Description: LDS Commissioner roundtable discussion on how to best serve LDS units. Discuss role that Priesthood leaders play in Scouting. How to motivate the leaders both in the Young Men's program and Primary program to get trained and to deliver the promise of Scouting to the boys they serve. Recommended for Any commissioner serving LDS units, Unit Leaders and Stake Leaders. (Bachelor's Program Course)

CEM 300

Unit Annual Planning This course provides tools and strategies to make the annual program planning successful. Tie your plans and goals together and communicate the plan for maximum effectiveness. (Master's Program Course).

CEM 301**Unit Media Guide**

This course will assist units in placement of articles in local community newspapers. Strategies for successful press releases and tools to build media relations are presented. (Master's Program Course).

CEM 302**History of Scouting or a Commissioners Perfect World**

What is Scouting's plan for Commissioners? How do Commissioners interact with the District, Council and Units? How is it all supposed to work? This is where you learn about The Grand Plan as it was conceived! (Master's Program Course)

CED 500**Roundtable Case Studies**

This course takes an in-depth look at a recent survey of Roundtable Commissioners and what they found to be effective. This material is presented for information and discussion purposes in an open forum. (Doctor's Program Course).

CED 615**Venture Roundtable and Youth Council**

This course will present Ways to effectively promote and present Venture Roundtables and the accompanying Venture Youth Councils. It is recommended that participants be familiar with either Cub or Boy Scout Roundtables or have taken MCS 404 "Advanced Roundtable Leadership" before attending this class. (Doctor's Program Course).

Note: Not all courses are offered each year. Please check the Course Offerings Schedule on page 5 for current courses.

CED 616**Varsity Huddle**

This course will present ways to effectively promote and present Varsity Huddle for your units. It is recommended that participants be familiar with either Cub or Boy Scout Roundtables or have taken MCS 404 "Advanced Roundtable Leadership" before attending this class. (Doctor's Program Course). **LDS 101**

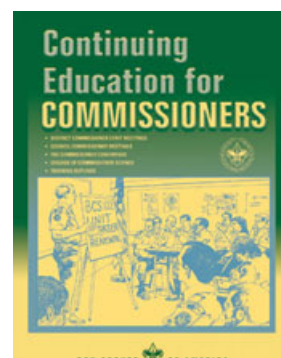
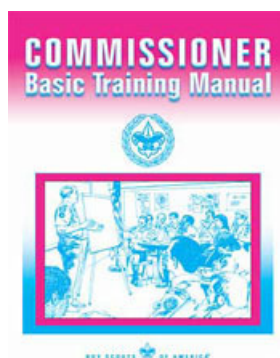
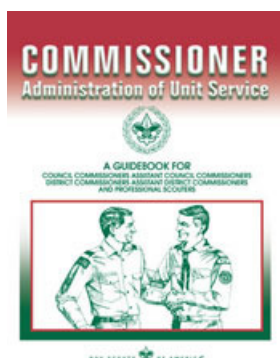
KEY:

CEB = Continuing Education Bachelors Level

CEM = Continuing Education Masters Level

CED= Continuing Education Doctors Level

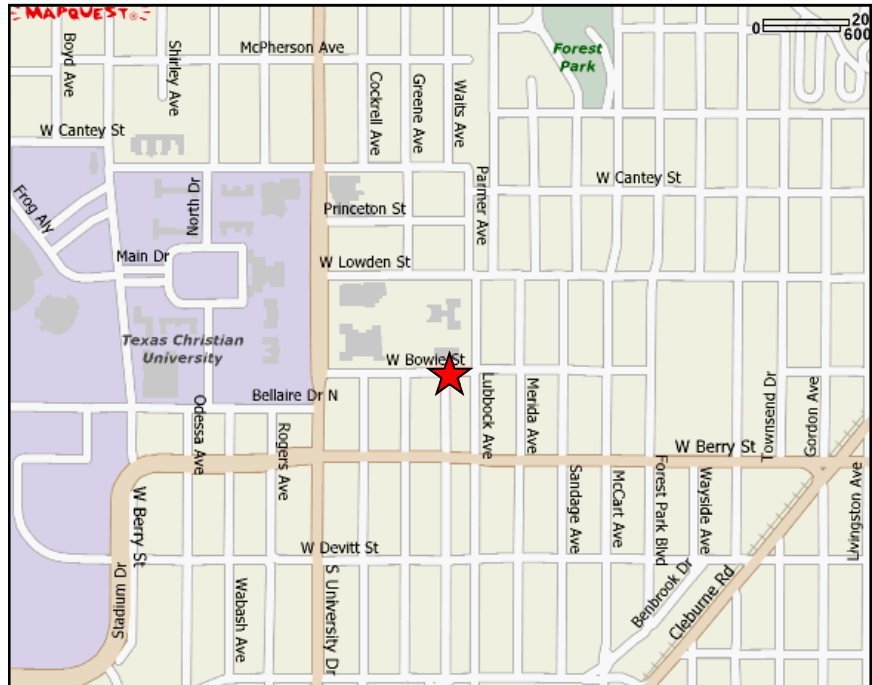
Curriculum Resources-Students may find these manuals helpful for use in class.



Note: Manuals will not be available for purchase on College Day, please contact your local Scout Shop for more details.



Texas Christian University
 Tucker Technology Center
 2840 W. Bowie St.
 Fort Worth, TX 76109



Directions from Various North Texas Cities

From Decatur (Approximately 45 Miles, 50 Minutes):

- Take US-287 S / US-81 S. 37 Miles
- Merge onto I-30 W via Exit 51 toward Abilene 3.2 Miles
- Take the University Dr exit- EXIT 12- toward City Parks/Zoo/ TCU .1 Miles
- Take the University Dr South ramp toward Forest Park Zoo/Texas Christian Univ. .1 Miles
- Merge onto S University Dr. 1.8 Miles
- Turn Left onto W Bowie St. .1 Miles
- End at 2840 W Bowie Street, Ft Worth TX 76109

From Hillsboro:

- Go North on I-35 N .8 Miles
- Merge onto I-35W N/US-81 N via the exit on the Left toward Ft Worth. 47.6 Miles
- Take EXIT 48A toward Berry St/TCU. .2 Miles
- Turn Slight Left onto S Freeway/South Fwy. .1 miles
- Turn Left onto E Berry St. 2.1 miles
- Turn Right onto Lubbock Ave. .1 miles
- Turn Left onto W Bowie St. .1 Miles
- End at 2840 W Bowie Street, Ft Worth TX 76109

From Weatherford (Approximately 29 Miles, 34 Minutes):

- Take I-20 E/US-80 East 11.2 Miles
- Keep Left to take I-30 E via Exit 421 toward Downtown/Ft Worth. 12.4 Miles
- Take Exit 12A toward University Dr. .3 Miles
- Stay straight to go onto W Freeway/W Rosedale St/West Fwy. .1 Miles
- Merge onto S University Dr toward Parks-Zoo/TCU. 1.8 Miles
- Turn Left onto W Bowie St. .1 Miles
- End at 2840 W Bowie Street, Ft Worth TX 76109

Please register on line at <http://LonghornCCS.org>.

If you do not have internet access please use the form below.



College Day - Saturday, August 1, 2009
 Texas Christian University (TCU)
 Tucker Technology Center
 2840 W. Bowie St., Fort Worth, TX 76109

~ REGISTRATION FORM ~

Printed Name _____ Council/District _____

Address _____ City _____ Zip _____

Phone _____ E-Mail Address _____

~ TUITION FEE PER STUDENT ~

Postmarked On or Before July 25,2009.....**\$15.00**

Late Registration After July 25, 2009.....**\$20.00**

Registration At-The-Door.....**\$20.00**

Tuition Fees Include All Course Materials, Beverages, Boxed Lunch, Certificate and Patch

MAIL REGISTRATION FORM AND PAYMENT TO:

Longhorn Council, BSA, Attn: CCS 2009, PO Box 54190, Hurst, TX 76054-0190

<p><u>Current Commissioner Position</u></p> <p><input type="checkbox"/> Unit Commissioner</p> <p><input type="checkbox"/> Roundtable Commissioner</p> <p><input type="checkbox"/> Asst District Commissioner</p> <p><input type="checkbox"/> District Commissioner</p> <p><input type="checkbox"/> Other _____</p>
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<p><u>Degree Candidate For:</u> (Check Only ONE)</p> <p><input type="checkbox"/> Commissioner Basic Training</p> <p><input type="checkbox"/> Roundtable Basic Training</p> <p><input type="checkbox"/> Bachelor of Commissioner Science</p> <p><input type="checkbox"/> Bachelor of Commissioner Admin</p> <p><input type="checkbox"/> Master of Commissioner Science</p> <p><input type="checkbox"/> Doctor of Commissioner Science</p> <p><input type="checkbox"/> Post Graduate/Continuing Education</p>

~ COURSE PREFERENCES ~

Please list your course preferences as found in the current college catalog using the course code.
(Note: You may make course changes through the Registrar on College Day)

9:30 AM		1:00 PM	
10:30 AM		2:00 PM	
11:30 AM		3:00 PM	
12:20 PM	Lunch	4:00 PM	