

Bachelor Course Descriptions 2018

Course Number	Course Title	Audience	Course Description	Learning Objectives
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.	<p>Define & Identify the role and types of Commissioners.</p> <p>Describe the five commissioner focus areas</p> <p>State the key skills needed to be a good commissioner</p> <p>Apply this new knowledge and understanding for exceptional unit service</p>
102	Supporting Timely Charter Renewal	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	A course to explain the Re-Charter concept/process and the commissioners' essential role.	<p>Outline the re-charter process and duration</p> <p>Describe the roles the Unit Leaders have in the process</p> <p>Describe the role of the charter partner</p>
103	Linking District Resources	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course explains the relationship between the commissioner staff and the district, linking resources.	<p>Explain typical district structure and the functions of the district</p> <p>Know how to use the resources of the district to better support the units they serve</p> <p>Utilize the Unit Service Plan when assessing the unit needs by identifying district resources</p>
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	<p>Describe how the concept of commissioner service is demonstrated in frequent unit contacts.</p> <p>Identify ways to demonstrate good commissioner service as we serve as a coach/mentor, and representative of the BSA</p> <p>Explain the importance of using the Commissioner Tools to record "meaningful" unit contacts</p>

105	Resolving Common Unit Issues	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course shows how a commissioner should use Commissioner Tools and Early Warning Signals to be alerted to unit issues	Using Commissioner Tools to recognize some common “needs” a unit might have Discuss solutions to those needs by using a unit service plan Relate solutions to real life red flags within their assigned units
106	Coaching Leaders	Unit Commissioner Assistant District Commissioner District Commissioner	This course will discuss new coaching model and how it applies to Commissioners service.	Recognize a given situation Evaluate options for resolution Employ coaching methods to address the situation
107	Journey to Excellence	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	Learn about the elements of the Unit Journey to Excellence and what it takes to ensure success in every unit.	Explain the value of the unit’s use of Journey to Excellence. Relate the use of JTE to help the unit recognize the benefit of building their program around the Journey to Excellence criteria. Identify resources to help improve Journey to Excellence performance in the unit.
108	Mining Internet Resources	All Commissioners	Learn about “mining” the internet BSA resources that can assist all commissioners to support unit services.	Recognize BSA resources Select and use the reliable BSA approved websites Summarize internet resources for unit and Commissioner use.
109	The Essential Element (A Servant's Heart)	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course will discuss will discuss servant leadership and the role it plays in commissioner service	Define the characteristics of servant leadership Understand a servant’s heart Apply this concept in commissioner service

112	Recruiting Unit Commissioners	Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course will discuss methods of recruiting unit Commissioners.	Identify and recruit candidates for commissioner service. Understand the 5 P's of recruiting commissioners. Explore skills needed for successful commissioner service.
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	Identify the characteristics of generations within scouting's leaders. Understand the differences in relating to generations involved in Scouting Embrace the differences and similarities to make the scouting program stronger.
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.	Understand the importance of the Collaborative Assessment Develop and Utilize a Unit Service Plan Assess and record results of the Unit ServicePlan in Commissioner Tools
117	Commissioner & Unit Key 3	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course examines the roles of the Unit Key 3 and how a commissioners' works and coaches each.	Identify the roles of the unit key 3 leadership Create a working bond between the key 3 and commissioner. Translate unit key 3 equals a stronger unit

Bachelor Roundtable Course Descriptions 2018

Course Number	Course Title	Audience	Course Description	Learning Objectives
150	Roundtables in Commissioner Service	Unit Commissioner Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner 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.	Describe how the positions of roundtable commissioners fit into the BSA commissioner service structure. Define the purpose of roundtable and its importance in supporting district and council operations. List the functions of the roundtable in providing service and supplemental training to unit leaders.
151	The Roundtable Commissioner Team	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	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.	Identify the purpose of roundtables. Describe the positions of a roundtable commissioner team and their duties. Understand the leadership roles of roundtable commissioner team.
152	The Year-Round Roundtable Planning Process & Promotion	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner 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.	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 planning roundtable to provide unit service to the district. Understand methods for promoting roundtables.

153	Roundtables and Commissioner Tools	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will educate participants on the tools available in Commissioner Tools for the roundtable team to manage unit service effectively.	Understand the information available within Commissioner Tools. Understand the reports available from Commissioner Tools. Understand how to identify information to improve unit service.
154	Cub Scout Roundtables	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will provide an understanding of the Cub Scout Roundtable process.	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 the skill to do and the will to do.
155	Boy Scout Roundtables	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will provide an understanding of the Boy Scout Roundtable process.	Explain the elements of a Boy Scout Roundtable. Discuss how to utilize the program information in the Boy Scout Roundtable Planning Guide. Understand how to provide Boy Scout leaders the skill to do and the will to do.
156	Recruiting, Training and Recognizing the Roundtable Team	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will provide an understanding of different methods to recruit, train, and recognize members of the roundtable team.	Explain the basic steps in the recruiting process. Discuss the elements of an effective training program for roundtable team members. Understand the importance of recognizing all the roundtable team members.

Continuing Education Course Descriptions 2018

Course Number	Course Title	Audience	Course Description	Learning Objectives
701	<p style="text-align: center;">Combatting Commissioner Stress/Burnout</p>	All Commissioners	<p>We've all had our moments when we ask ourselves, "Why are we involved in Scouting?" This session is designed to examine indicators of stress, how stress affects those around us, and how we might overcome these negative manifestations.</p>	<p>Define commissioner stress/burnout. Explore symptoms of stress. Explain how the effects of stress can affect those around you. Construct a list of things that commissioners can do to prevent or overcome possible burnout. Privately complete burnout self-evaluation survey</p>
707	<p style="text-align: center;">Becoming a Project / Thesis Advisor</p>	<p style="text-align: center;">Suggested pre-requisite CCS Doctorate</p> <p style="text-align: center;">Prospective Advisors, Coaches, & Mentors</p> <p style="text-align: center;">Suggested pre-requisites DCS 506 & DCS 514</p>	<p>This course prepares a person to become a project or thesis advisor, provides proven techniques to make this task easier, and helps to provide consistent standards for the acceptance of a completed Doctorate of Commissioner Science project or thesis.</p> <p>(It is preferred that instructors and advisors have their CCS Doctorate.)</p>	<p>Explain goal of having Commissioners complete Doctorate Discuss quality expectations of completed projects/theses & Advisor's role to ensure such Discuss Advisor's role for supporting parts of project/thesis (Editing) Examine how the Advisor can serve a commissioner as a resource for selecting and executing the project/thesis</p>
709	<p style="text-align: center;">LDS Church Organization</p>	All Commissioners	<p>This is an overview of organization and structure of the LDS Church. To provide basic information about the Church and discuss and how The Church functions at the local level.</p> <p>NOTE: This course should precede CED 710 and if possible both courses should be offered together.</p>	<p>Review the organization and structure of The Church of Jesus Christ of Latter-day Saints Provide an overview of the history of The Church of Jesus Christ of Latter-day Saints Discuss the local organization of Stakes and Wards. Provide organization charts and Review the various roles</p>

710	Scouting in the LDS Church	All Commissioners	<p>This is an overview of Scouting in the LDS Church. The objective is to provide basic principles about the Church and discuss implementation of Scouting programs for effective relationships and networking with all Scouters.</p> <p>NOTE: To get the most out of this course, CED 709 should be taken first. If possible over both courses together.</p>	<p>Explore how Scouting is used in the LDS Church and it will cover both the Primary and the Young Men’s organization. Review the differences in LDS Scouting Implementation Discuss the challenges in LDS Scouting</p>
712	Friendstorming	All Commissioners	<p>Recruiting is hard work. The process described in this course will aid in finding good Commissioners.</p>	<p>Discuss the history of Friendstorming. Know steps of Friendstorming session Demonstrate how to participate in Friendstorming</p>
713	Advancement for Scouts with Special Needs - The Commissioner's Role	All Commissioners	<p>Virtually every unit will experience having a youth who has disAbilities.</p> <p>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.</p> <p>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.</p>	<p>Explain that Scouting is valuable for youth who have disAbilities Provide an overview of the disAbilities you may encounter” Discuss issues you may encounter Review alternate requirements for each program – Cub Scouts, Boy Scouts and Venturing.</p>
716	Conflict Resolution for Commissioners	All Commissioners	<p>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.</p>	<p>Analyze the source and cause of conflict Identify tools to help mediate conflict Learn to apply the tools to specific situations</p>

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.	Define diversity. Explore the cornerstones of diversity. Share personal experiences related to diversity
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Doctorate Course Descriptions 2018

Course Number	Course Title	Audience	Course Description	Learning Objectives
501	Selecting Your Project or Thesis Topic	All Commissioners seeking their Doctorate	This session assists doctoral candidates in selecting their project or thesis concept.	Identify what constitutes a good topic or focus area Distinguish between a project and thesis Describe DCS Degree and Knot requirements
502	Limiting the Scope 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.	Select a specific project / thesis topic Complete S.M.A.R.T. analysis for a selected topic
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.	Identify the main parts of a project report / thesis Develop a first draft outline Identify methods of gathering information Give examples of common writing errors to be avoided when writing the project report or thesis
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.	Describe challenges / solutions faced by Doctors of Commissioner Science Evaluate other possible topics for project or thesis Discover possible solutions to concerns during Q & A period
506	Coaching for Administrative Commissioners	All Administrative Commissioners Suggested pre-requisites BCS 106 and MCS 306 Follow up with DCS 514	Coaching and mentoring are complimentary efforts focused on supporting the highest level of service for administrative commissioners. This class will focus on coaching skills for administrative commissioners.	Understand the difference in coaching and mentoring. Discuss the fundamental elements of coaching admin commissioners. Examine coaching's relationship to building strong relationships.

512	Commissioner Recruiting Workshop	All Administrative Commissioners Suggested pre-requisites BCS 112 and MCS 312 Follow up with DCS 514	This session is designed to discuss best practices for recruiting administrative commissioners	Decide who will be part of the recruiting group. Define the position(s). Familiarize the group with the expectations of the position. Construct a list of skills that are necessary for effective completion of the assigned task. Use old and current commissioner lists to construct a prospect list. Determine who has this set of skills. Is their someone already doing the job without a title?
514	Building Meaningful Relationships	All Commissioners	Commissioner service is all about relationships. This session suggests ways in which commissioners may go about building and maintaining positive relationships with those they serve. It also discusses possible pitfalls that can undermine relationships .	Develop a top ten list that people seek in a positive relationship. Explain one way to measure relationships. Explore possible pitfalls to avoid - actions or inactions that can put stress on relationships. Explain how to rebuild a stressed relationship
516	Succeeding With the Unit Service Plan	Administrative Commissioners Suggested pre-requisites BCS 116 and MCS 316	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.	Understand the Unit Service Plan from the district point of view. Discover the many sources of detailed unit performance information. Understand the relationship of the district committee and unit success. Discover methods to confirm unit performance over time.

Master Course Descriptions 2018

Course Number	Course Title	Audience	Course Description	Learning Objectives
302	On Time Charter Renewal	Unit Commissioners District Commissioners Council Commissioners	This session explores leadership techniques to prepare, guide, and support units in completing accurate charter renewal applications on time.	<p>Understand the process of setting expectations and milestones for charter renewal.</p> <p>Identify district activities and best practices to support units.</p> <p>Understand the consequences of failure.</p>
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	<p>Understand the information available within Commissioner Tools</p> <p>Review the reports available from Commissioner Tools</p> <p>Analyze data to identify underperforming units and unit</p>
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.	<p>List signs of a unit in trouble</p> <p>Identify symptoms of and describe possible causes of a unit in trouble.</p> <p>Describe the process of determining the problem.</p> <p>Describe approaches to solve the problem. Indicate in commissioner tools the problems of the unit, what is needed to correct them, and to indicate clearly to the ADC/DC the unit's health. Timely entering of findings and solutions will be emphasized.</p>

305	Resolving Critical Unit Issues	Unit Commissioner, District Commissioners, and Assistant District Commissioners Suggested prerequisite: MCS 304.	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.	Review the information in MCS 304. Discuss the role of commissioner tools in working through critical unit issues. Provide practical experience for the commissioner in solving various issues through role playing and discussion of scenarios of units with critical issues. Demonstrate how to prepare a detailed assessment and unit service plan.
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	Recognize the role of a mentor. Understand mentoring methods. Discuss building the mentoring relationship
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 be made in accordance with the role as described in the Unit Performance Guide	Define the role of the new unit commissioner in unit development Understand the requirements of being a new unit commissioner. Describe the needs of a new unit that are different from a well-established unit. Know the role of the new unit organizer and how they work together.
309	Good Commissioners Need Both Head and Heart	All Commissioners	Commissioners need a balance between technical knowledge and personal relationship with their units	Understand the role of a commissioner relative to the unit's leadership Discuss the need to engage units in a guided discovery process to identify unit needs. Provide communication skills to work effectively with 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.	Review the purposes and roles of a ADC Define types of ADCs Identify how ADCs can enhance good commissioner service.

312	Recruiting New Commissioners	All Commissioners	To be able understand and implement the 10-step process in recruiting commissioners.	<p>Demonstrate an understanding of the 10-step process of recruiting commissioners as outlined in the Fall 2006 Commissioner newsletter.</p> <p>Explain the job functions of the various commissioner roles that you will be recruiting for.</p> <p>Outline a method of how the 10-step process will be implemented in your local District or Council.</p>
313	Onboarding New Commissioners	District Commissioners Assistant District Commissioners Assistant Council Commissioners Council Commissioners	Review the onboarding process of newly recruited commissioners.	<p>Explain why we onboard commissioners</p> <p>Discuss what is included in onboarding process</p> <p>Review the onboarding process for new commissioners.</p>
314	The Commissioner and the Professional	All Commissioners Follow up with DCS 514 Relationships	Commissioners explore the commonalities of their roles and the roles of the professionals in order to foster positive and productive relationships.	<p>Understand the common origins of the commissioner and professionals, and their current roles.</p> <p>Discuss elements of a positive and productive relationship.</p> <p>Discover opportunities to work together to support unit success including “Tricks of the Trade.”</p> <p>Experience “Volunteer-driven and Professionally guided.”</p>
315	Effective Unit Service in Rural Communities	Unit Commissioners Assistant District Commissioners District Commissioners	This course will discuss the unique issues of rural units and how to solve them.	<p>Understand the unique situation of rural units and working with them.</p> <p>Learn methods for recruiting leaders and scouts in small and spread out communities.</p> <p>Propose means to reduce the cost of membership for families.</p> <p>Determine methods for providing scouting in small units with dens</p>

316	Developing the Unit Service Plan	Unit Commissioner District Commissioners Assistant District Commissioners	This course builds off BCS 116 Collaborative Assessments to identify and develop unit service plans based on the collaborative assessment outcome.	Understand the District Committee's role to provide specialized resources. Know what resources are available to assist units Analyze collaborative assessments and detailed assessments to identify unit needs. Evaluate the effectiveness of the USP for the next assessment
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Roundtable Master's Program Courses

Course Number	Course Title	Audience	Course Description	Learning Objectives
350	Unit and Roundtable Commissioners Working Together	Unit Commissioner Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	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.	Understand how commissioners work together by using the 5 tools of commissioner service Summarize the role unit commissioners play at roundtables. Recognize the unique roll roundtable has in identifying unit problems.
351	How to Conduct the Annual Planning Session	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course will provide a hands-on exercise in using resources to create a model roundtable year at both the district or council level.	Identify key components in a district and council roundtable year. Explain the need to change or alter plans to address problems identified by a Unit. Apply resources such as the roundtable guides and council and district calendars to populate components of each roundtable meeting.
352	Roundtable is Over, Now What?	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will provide an understanding of the importance of evaluation. Using feedback, the roundtable commissioner team will be able to adjust plans and bring resources to help units solve their problems.	Summarize the steps in the evaluation process. Explain the importance of collecting feedback. Apply collected feedback to adjust plans for future roundtables. Model the evaluation process for units, so units may use feedback for their planning and activities.

353	<p align="center">The Cub Scout Breakout</p>	<p align="center">Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner</p>	<p>This course will provide an understanding of the need to have specific Cub Scout interest topics and materials to address the unique problems and challenges that Cub Scout Leaders have implementing their program.</p>	<p>Develop a plan to help units solve their problems using program specific interest topics and resources. Model the Cub Scout Roundtable to look and feel like a pack meeting. Employ breakout sessions to focus on the needs of leaders in unique positions. Apply unit service resources to help pack leaders solve their own problems.</p>
354	<p align="center">The Boy Scout Breakout</p>	<p align="center">Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner</p>	<p>This course will provide an understanding of the need to have specific Boy Scout interest topics and materials to address the unique problems and challenges that Boy Scout Leaders have implementing their program.</p>	<p>Develop a plan to help units solve their problems using program specific interest topics and resources. Model the Boy Scout Roundtable to facilitate discussion and sharing among Boy Scout Leaders. Employ breakout sessions to focus on the needs of leaders in unique positions. Apply unit service resources to help Troop Leaders solve their own problems.</p>
355	<p align="center">Using the Assistant District Commissioner for Roundtable in Your District</p>	<p align="center">Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner</p>	<p>This course will provide an introduction of the responsibilities of this position in a district unit service plan.</p>	<p>Explain position description for the ADC for RT. Interpret the specific responsibilities of this position. Understand the use of the Commissioner Recognition plan as a part of the ADC for RT responsibilities.</p>

356	<p>Using the Assistant Council Commissioner for Roundtable in Your Council</p>	<p>Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner</p>	<p>This course will provide an introduction of the responsibilities of this position in a council unit service plan.</p>	<p>Explain position of the assistant council commissioner for roundtable. Interpret the specific responsibilities of this position. Understand the use of the commissioner recognition plan as a part of the assistant council commissioner for roundtable responsibilities.</p>
357	<p>Managing Long Distance Roundtables</p>	<p>Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner</p>	<p>This course will provide an understanding of the current resources available to enhance long distance roundtables.</p>	<p>Identify situations where long distance roundtables may be appropriate. Discuss alternate delivery methods for Roundtable. Understand the importance of interactive support during roundtables.</p>
358	<p>Roundtable and Solving Unit Problems</p>	<p>Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner</p>	<p>This course will provide a summary of the overall approach of using roundtables in helping units solve their own problems.</p>	<p>Recognize when units may need additional resources. Discuss resources that are available to support unit service. Understand how to help units resolve their own problems.</p>