

2023

Michigan Crossroads Council  
College of Commissioner Science Catalog



Unit Service  
&  
Advanced Studies Training  
For

Unit Commissioners   Roundtable Commissioners  
Asst. District Commissioners   District Commissioners  
Assistant Council Commissioners   Council Commissioners

**Michigan Crossroads Council College of Commissioner Science**

**Saturday November 11, 2023**

**Chippewa Middle School, Okemos, Michigan 48864**

Visit <https://michiganscouting.org/commissionercollege> to register.

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## We Hope You Will Join Us!

Welcome to the 2023 session of the Michigan Crossroads Council College of Commissioner Science.

The College of Commissioner Science is unit service training designed to educate all unit and roundtable commissioners, administrative commissioners, district or council committee members, and professional Scouters. Its purpose is to provide high-quality continuing education for unit service volunteers and professionals, so that the units they serve have successful, quality programs.

Here are some of the highlights for this year's college:

- Participants will have the opportunity to complete a degree in person!
- Each degree program follows the BSA's revised requirements.
- We are proud to offer several locally developed courses at the Continuing Education level. These courses cover issues relevant to all commissioners, not just those at MCC.

This catalog contains information about fees, college staff, degree pre-requisites, course descriptions, and directions for enrollment.

Registration opens August 14, 2023. The early registration fee for participants is \$40, which includes lunch, college patch, personal transcript, and a printed diploma if all requirements are met. While we encourage you to register early, after November 6<sup>th</sup>, 2023 the registration fee will be \$50 as well as for walk-on registration.

We look forward to seeing you at Chippewa Middle School, Okemos Michigan on Saturday November 11, 2023

Yours in Commissioner Service,

Timothy Ekola  
Council Commissioner, Co-Dean College of Commissioner Science

Mark Bentley  
GL Division Commissioner, Co-Dean College of Commissioner Science

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## COLLEGE ORGANIZATION

Commissioner college is a standard four-year curriculum in unit service training for all commissioners.

Degree program levels:

- Bachelors in Commissioner Science includes Roundtable sessions - First year participants.
- Masters in Commissioner Science includes Roundtable sessions- Second year participants.
- Doctoral
  - Step 1 - Topic Selection (Year 1)
  - Step 2 - Advanced Doctoral Classes (Year 2)

Advanced Studies Certificate:

- Continuing Education (CED)

The commissioner college program was standardized by the BSA and the requirements for each degree have been revised.

**The Roundtable degree has been discontinued, but Roundtable sessions will be available to choose from in the Bachelor and Master programs.**

## ADMINISTRATIVE INFORMATION

### **Registration**

See page 6 for registration process.

### **Fee Schedule**

The early registration fee for participants is \$40, which includes lunch, college patch, personal transcript, and a printed diploma if all requirements are met. After November 6th, 2023 the registration fee will be \$50 as well as for walk-on registration.

### **Youth Protection Training**

Youth Protection Training is required for all participants and staff and cannot expire before November 11, 2023. Participants will need to upload proof of Youth Protection Training during the online registration process.

### **Prerequisites and verification**

Participants can take any courses without the required prerequisites **but will not receive a degree** until the prerequisites have been satisfied. It is up to the student commissioner to notify the dean of the college or registrar with proof of completion to be credited with the appropriate degree. See page 8 for prerequisites for each degree. Prerequisites marked with **(Upload)** will be required to be uploaded during online registration.

### **Check-in Day of College**

Check-in is from 7:30-8:30am on the day of the college. Please stop by the Registration table to pick up your participant welcome packet. The packet will contain a copy of your schedule, an ID card and a map showing courses room assignments.

### **Course Check-in**

There will be Kiosk's in each room with a scan pad. You will scan your personal ID card on the pad to check in to the course. More information on this process will be provided on the day of college.

### **Lodging**

Local hotel information will be posted on the Commissioners College's website.

**COLLEGE DEANS AND STAFF**

College Co-Dean, Tim Ekola

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Staff Advisor, Gary Gilger

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Registrar, Fritz Reasons

freasons@comcast.net

Council Commissioner, Timothy Ekola

Michigan Crossroads Council Scout Executive, Don Shepard

## Online Registration Process

**Please read everything below before registering.**

**Please review the course schedule found on page 10.**

Courses and times are subject to change. Registered participants will be notified of any changes.

Registration changes can be made before November 8, 2023, by emailing the College's Registrar at [freasons@comcast.net](mailto:freasons@comcast.net).

After November 8<sup>th</sup> all course change requests will be handled on the day of the college.

## Online Registration Information.

Please have ready your BSA Membership ID along with your YPT certificate or training card to upload.

After filling out your contact information you will select your Degree of Study (Bachelors, Masters, CED, Doctoral)

- You will enter prerequisites information, dates when prerequisites were awarded or earned and upload proof of completion (training cards/certificate, etc.) See page 8 for prerequisites. The prerequisites marked (Upload) are required to be uploaded. **CED participants will have the option to enter dates of prior awards or training under the Continuing Education section if they like.**
- There will be a series of dropdowns, one for each session corresponding to the course schedule on page 10.
- The Bachelors' and Master's degree course dropdowns will list both the Units Service and Roundtable course available for that session.
- Continuing Education participants can select courses from other degree programs being offered during each session.

Excepted payment types are Credit/Debit cards and ACH (electronic check)

Visit <https://michiganscouting.org/commissionercollege> to register.

## 2023 College Commissioner Science Keynote Speaker



**Donald Shepard**

**Scout Executive/CEO**

**Michigan Crossroads Council**

**Boy Scouts of America**

In this position, Don gives staff leadership to all aspects of the Michigan Crossroads Council.

Don began his Scouting career in 1990 and has served six local councils, the Northeast Region and the National Council, Boy Scouts of America. Don's 33-year career has included the following service to Scouting; DE, Sr. DE, Program Director, Finance Director, Assistant Scout Executive, Scout Executive (3 councils), Region Program Director, National Program Director and Team Leader for Youth Development.

Don is an Eagle Scout (1986), Vigil Honor member of the Order of the Arrow (1986), a Wood Badge Eagle, and serves actively at Believers Christian Church. He is married to Sara, they have three adult daughters, one son and five grandchildren.

## **DEGREE PRE-REQUISITES**

The prerequisites, course requirements, and performance criteria are listed for each of the three degrees.

### **I. Bachelors of Commissioner Science (BCS)**

- a. Prerequisites:
  - i. Current registration as a commissioner
  - ii. Current Youth Protection Training certificate **(Upload)**
  - iii. Complete Commissioner Basic Training for your current position (available on My.Scouting.org) **(Upload)**
- b. Requirements:
  - i. Complete a minimum of seven courses of instruction with at least five (5) of the courses at the Bachelors program level.
- c. **Commissioners Performance:**
  - i. Approval of council commissioner or assistant council commissioner
  - ii. Approval of scout executive or council staff advisor for commissioner service

**The Training code for the Bachelor of Commissioner Science Degree is: D21.**

### **II. Masters of Commissioner Science (MCS)**

- a. Prerequisites:
  - i. Current registration as a commissioner
  - ii. Current BSA Youth Protection Training certificate **(Upload)**
  - iii. An approved Bachelors of Commissioner Science **(Upload)**
  - iv. The Commissioner Arrowhead Honor recognition **(Upload)**
- b. Requirements:
  - i. Complete a minimum of seven (7) additional courses of instruction (a total of 14) with at least seven of the courses at the Master program level.
- c. Performance:
  - i. Approval of council commissioner or assistant council commissioner
  - ii. Approval of scout executive or council staff advisor for commissioner service

**The training code for the Master of Commissioner Science Degree is D22**



### III. Doctorate of Commissioner Science (DCS)

- a. Prerequisites:
  - i. Current registration as a commissioner
  - ii. Current BSA Youth Protection Training certificate (**Upload**)
  - iii. An approved Masters of Commissioner Science (**Upload**)
  - iv. Awarded the Commissioner's Key (**Upload**)
- b. Requirements:
  - i. Complete a minimum of ten additional courses of instruction not used to qualify for other college awards (total 24)
  - ii. Five or more courses at the Doctorate Candidacy level
  - iii. 10 of the 24 courses may not have previously been counted toward other college degrees.
  - iv. Classes taught will count toward fulfillment of this requirement, but only once for each course taught.
- c. Thesis or Project:
- d. Performance:
  - i. Serve on the College of Commissioner Science faculty (instructor or support staff)
  - ii. Approval of the dean of the college
  - iii. Approval of council commissioner or assistant council commissioner.
  - iv. Approval of scout executive or council staff advisor for commissioner service

**The training code for the Doctor of Commissioner Science Degree is 23 (Year 2)**

#### **Prerequisites for Topic Approval – Year 1**

Master's Degree, Tenure as Commissioner and Commissioner Key.

#### **Prerequisites for Defense – Year 2**

Verification of all required course work and completed paper.

### IV. Continuing Education (CED)

- a. Prerequisites:
  - i. Current BSA Youth Protection Training certificate (**Upload**)
- b. Requirements:
  - i. None
- c. Performance:
  - i. None

## 2023 MICHIGAN CROSSROADS COUNCIL COLLEGE OF COMMISSIONER SCIENCE

7:30- 8:30	<b>Registration - Fellowship</b>							
8:30 - 8:50	<b>All Students - Welcome - Instructions - Tim Ekola - Council Commissioner</b>							
	<b>Bachelors Commissioner Science</b>		<b>Masters Commissioner Science</b>		<b>Continuing Educations</b>		<b>Doctoral</b>	
	Dean Josh Cromer		Dean Joe Auito		Dean Allan Medwick		Dean Jim Newell	
	<b>BCS Sessions</b>	<b>Roundtable Sessions</b>	<b>MCS Sessions</b>	<b>Roundtable Sessions</b>			<b>Year - 1</b>	<b>Year - 2</b>
9:00 - 9:50	BCS 101 - Core Concepts of Commissioner Service	BCS 152 The Year Round Roundtable Planning Process & Promotion	MCS 316 – Unit Service Plan	MCS 357 – Managing Long Distance Roundtables	CED 713 – Advancement for Scouts with Special Needs – The Commissioner’s Role	CED 839 - Catholic Scouting for the Commissioner	DCS 501 - Selection and Limiting Scope of Project/Thesis	
9:50 - 10:40	BCS 102 - Supporting Timely Charter Renewal	BCS 154 – Roundtable Fundamentals	MCS 305 – Resolving Critical Issues	MCS 351 – Conducting the Roundtable Planning Session	CED 802 – Working with Emotionally Challenged Scouts (ADHD, Autism, Anxiety)	CED 716 – Navigating Difficult Conversations	DCS 503 - Developing Your Project/Thesis	
10:40 - 11:30	BCS 114 - Understanding & Communicating with Today’s Leaders	BCS 153 - Roundtable and Commissioner Tools	MCS 302 – On-Time Charter Renewal	MCS 350 – Unit and Roundtable Commissioners Working Together	CED 869 – Camp Commissioner		DCS 504 - Work Shop	DCS 506 - Coaching Commissioners
11:30 - 12:20	<b>Lunch Break / Fellowship / Doctoral Presentation</b>							
12:30 - 1:20	BCS 104 – Contacting Units	BCS 151 The Roundtable Commissioner Team	MCS 303 – Managing Unit Service at the District Level	MCS 358 – Addressing Unit Challenges through Roundtable	CED 809 - Fireside Chat with the Council Commissioner (need to check Tim’s schedule)		DCS 504 - Work Shop	DCS 512 - Recruiting for Diversity
1:20 - 2:10	BCS 106 - Coaching Leaders	BCS 150 Roundtables in Commissioner Service	MCS 304 – Commissioner Service for Units at Risk	MCS 353 – The Cub Scout Roundtable Breakout	CED 872 – Conservation & Sustainability (tentative)		DCS 504 - Work Shop	DCS 514 - Building Meaningful Relationships
2:10 - 3:00	BCS 105 - Resolving Common Unit Issues		MCS 312 –Recruiting the 21st Century Volunteer	MCS 352 – Roundtable is Over, Now What	CED 812 - Sea Scouting for Commissioners			
3:00 - 3:50	BCS 107 - Journey to Excellence		MCS 307 – Commissioner Service for Newly Formed Units	MCS 354 – The Scouts BSA Roundtable Breakout	CED 811 - International Scouting for Commissioners			
4:00 - 4:30	<b>Closing Ceremony - Keynote Speaker - Donald Shepard - MCC Scout Executive/CEO</b>							

**Bachelor In Commissioner Science****BCS 101 – Core Concepts of Commissioner Service**

This course reviews and reinforces the commissioner core concepts and identifies the key skills need for commissioner to be able to assess the unit they server

**BCS 102 – Supporting Timely Charter Renewal**

A course to explain the Re-Charter concept/process and the commissioners’ essential role.

**BCS 114 – Understanding & Communicating with Today’s Leaders**

This course encourages understanding between the different generations – particularly Generation X and Millennials – to help commissioners better communicate with their units.

**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 106 – Coaching Leaders**

In this course a commissioner will become familiar with the new Coaching model and how to use it to better serve their units.

**BCS 105 – Resolving Common Unit Issues**

This course will build the commissioner’s knowledge of the early warning signs of a unit in danger of failing as well as group discussions about how to support problem-solving of some common issues.

**BCS 107 – Journey to Excellence**

JTE is the BSA's tool for helping leaders plan their program, monitor progress and assess their Scouting success. Learn about the “balanced scorecard” approach of the JTE framework.

**BCS 152 – Planning, Implementing and Promoting Roundtables**

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.

**BCS 154 – Roundtable Fundamentals**

This course shows how a commissioner should use Commissioner Tools and Early Warning Signals to be alerted to unit issues

**BCS 153 – Roundtable and Commissioner Tools**

This course will educate participants on the tools available in Commissioner Tools for the roundtable team to manage unit service effectively.

**BCS 151 – The Roundtable Commissioner Team**

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.

**BCS 150 – Roundtables in Unit Service** An effective roundtable is vital to the success of all unit service. This course reviews and reinforces how roundtables fit into the unit service structure by providing roundtable services to units and unit leaders.

**Masters In Commissioner Science**

**MCS 305 – Resolving Critical Issues**

In this course you will practice and discuss making a detailed assessment and unit service plan for units with different issues. This course is scenario and discussion driven.

**MCS 316 – Unit Service Plan**

In the course you will discuss the purpose of the unit service plan and review the process of developing a unit service plan and how to implement it.

**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 303 – Managing Unit Service at the District Level**

In this course, we will review how commissioner tools can assist commissioners working at the district level understand how their units and commissioners are performing.

**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.

**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.

**MCS 312 – Recruiting the 21<sup>st</sup> Century Volunteer**

All commissioners are responsible for recruiting other commissioners. This course familiarizes commissioners on the considerations and techniques that support recruiting volunteers who represent the generations of the 21st century.

**MCS 357 – Managing Long Distance Roundtables**

This course will provide an understanding of the current resources available to enhance long-distance roundtables.

**MCS 351 – Conducting the Roundtable Planning Session**

An effective roundtable program requires advanced planning. With this in mind, every district and council should have an advanced roundtable plan supported by the assistant council commissioner and assistant district commissioners who focus on roundtable as unit service

**MCS 350 – Unit and Roundtable Commissioners Working Together**

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.

**Continue next page.**

**Masters In Commissioner Science**

**MCS 358 – Addressing Unit Challenges through Roundtable**

In this course, you will learn how to recognize unit resources needs, discuss resources available to support units and understand how to help units resolve their challenges and roadblocks.

**MCS 352 – Roundtable is Over, Now What**

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.

**MCS 353 – The Cub Scout Roundtable Breakout**

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.

**MCS 354 – The Scouts BSA Roundtable Breakout**

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.

## Continuing Education

### **CED 716 – Navigating Difficult Conversations**

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.

### **CED 802 – Working with Emotionally Challenged Scouts (ADHD, Autism, Anxiety)**

Virtually every unit will experience having a youth with emotional challenges. This course will provide Commissioners with knowledge to share with unit leaders regarding advancement so they can provide a program which provides these youth with the Scouting opportunity.

### **CED 811 - International Scouting for Commissioners (local)**

This course provides an overview of International Scouting opportunities available to Scouts and Scout leaders. Participants will learn about Jamboree-on-the-Air and Jamboree-on-the-Internet events, the 2027 World Jamboree (Poland), opportunities to participate in events in Canada, participating in a Council or National sponsored scouting exchange program, and the updated Messengers of Peace program requirements.

### **CED 812 – Sea Scouting for Commissioners (local)**

Today's Sea Scouting started in 1912 and has a long and colorful tradition. Thousands of young men and women have had the opportunity to follow the traditions of the sea while learning about potential maritime careers or a lifelong hobby of recreational boating. Many Sea Scout ships maintain sail, paddle craft, or power vessels, follow a challenging rank advancement program, and utilize nautical uniforms, customs, and ceremonies. We'll introduce the program and discuss how commissioners can support new and existing Ships.

### **CED 839 - Catholic Scouting for the Commissioner (local)**

Catholic Scouting has been an official program of the Catholic Church in the United States for more than 100 years. It combines BSA programs' time-honored values, adventure, and fun with activities and in-depth programs that help young people explore and grow in the Catholic faith. We'll discuss the unique aspects of working with units chartered to Catholic Organizations, diocesan Catholic Committees' role in Scouting, and ways commissioners can help ensure the future of Catholic Scouting.

### **CED 713 - Special Needs Scouting – Advancement (local)**

Virtually every unit will experience having a youth who has disabilities. This course will provide Commissioners with knowledge to share with unit leaders regarding advancement so they can provide a program which provides these youth with the Scouting opportunity.

### **CED 869 – Camp Commissioner**

The Camp Commissioner is responsible for the quality of customer service between the units and the Camp Director. We'll discuss the camp commissioner's roles and responsibilities, opportunities to serve as camp commissioner, and training requirements.

### **CED 809 - Fireside Chat with the Council Commissioner (local)**

As commissioners, we share the BSA's mission: To prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law. Our priorities include being the single, best resource; ensuring S.A.F.E. programs; and enabling significant, sustainable growth. Bring your questions and join our Council Commissioner for a fireside chat on current issues facing commissioners.

**Doctoral - Topic Selection**

**DCS 501 – Selecting Your Project or Thesis Topic**

This session introduces the participants to the thesis project, encourages discussions about what constitutes a good thesis or research topic, and helps participants select their general thesis topic.

**DCS 503 – Developing Your Project or Thesis**

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

**DCS 504 – Project / Thesis Open Workshop Forum**

This Q and A open forum provides doctoral candidates an opportunity to review completed projects and theses instilling confidence that this task is attainable.

**Doctoral - Advanced Doctoral Classes**

**DCS 506 – Coaching Commissioners**

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.

**DCS 512 – Recruiting for Diversity**

This session is designed to discuss best practices for recruiting administrative commissioners.

**DCS 514 – Building Meaningful Relationships**

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.

**Commissioner Awards and Recognitions**

<https://www.scouting.org/commissioners/recognition/>

**Arrowhead Honor Progress Records**

<https://www.scouting.org/commissioners/recognition/arrowhead-honor/>

**Commissioner's Key**

<https://www.scouting.org/commissioners/recognition/commissioners-key/>

**Doctorate of Commissioner Science Award**

<https://www.scouting.org/commissioners/recognition/doctorate-award/>

**Commissioner Award of Excellence in Unit Service**

<https://www.scouting.org/commissioners/recognition/commissioner-awd-of-excellence/>

**Distinguished Commissioner Award**

<https://www.scouting.org/commissioners/recognition/distinguished-commissioner-service-awd/>

**Commissioner Certificate of Commendation**

<https://www.scouting.org/commissioners/recognition/commendation/>