
2021
Middle Tennessee Council
College of Commissioner Science
Catalog



Unit Service
&
Advanced Studies Training
For

Unit Commissioners
Asst. District Commissioners
Assistant Council Commissioners

Roundtable Commissioners
District Commissioners
Council Commissioners

Cumberland University
Labry Hall
1 Cumberland Drive, Lebanon, Tennessee, 37087

November 6, 2021

2021 Middle Tennessee Council College of Commissioner Science

We Hope You Will Join Us Live, or Virtually on Zoom!

Welcome to the 2021 session of the Middle Tennessee 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 live at Cumberland University or virtually on Zoom.
- While our plan is to offer a hybrid version, we are prepared to conduct a completely virtual college, depending on public health and safety protocols. Our customary procedures have been adjusted to reflect this possibility.
- Each degree program follows the BSA's revised requirements that culminate in the Doctorate of Commissioner Science Award.
- Faculty of the college are instructors in colleges where they have previously earned a degree.
- 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 in our council.
- **Registration opens September 7, 2021** at <https://www.mtcbsa.org/TrainingCourses/College-of-Commissioner-Science>

This catalog contains information about directions for enrollment, fees, course offerings, event schedule, college staff, degree prerequisites, and a guide for reciprocity.

Virtual class sizes will be limited in each degree tract to ensure quality instruction in a virtual platform. While early registration is encouraged, all participants must register **no later than November 1, 2021**. All faculty and staff should enroll in Advanced Studies coursework, unless pursuing a specific degree. Your registration fee includes a CCS patch for your degree, personal transcript (if out-of-council), printed diploma or certificate and a custom commissioner gift in addition to shipping costs for those items. In-person registration also includes continental breakfast, coffee service and a ticket for lunch in the university dining hall. All registration include fellowship with other commissioners!

We look forward to seeing you at Cumberland University or online on November 6, 2021.

Yours in Commissioner Service,

Tracey Rodenbach
Chancellor, College of Commissioner Science

Karen Bengtson
Council Commissioner

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COLLEGE ORGANIZATION

Commissioner college is a standard four-year curriculum in unit service training for all commissioners. There are three degree program levels:

- Bachelors: First-year participants
- Masters: Second-year participants
- Doctorate: Third and fourth-year participants. The third-year is the candidate for Doctorate program.
- Continuing Education certificate

The commissioner college program is standardized by the BSA. The Doctorate degree and the Doctorate of Commissioner Science Award are two separate recognitions. The award has additional requirements that must be met in addition to the course work (see prerequisite requirements on page 6). To assist participants in tracking requirements, a progress record form is available on the national commissioner website.

ADMINISTRATIVE INFORMATION

FEE SCHEDULE - PUBLIC HEALTH

Registration Fees for the College:

- In-person registration- \$30.00
- Virtual registration- \$20.00
- In-person walk on registration- \$40.00

Please note that the College of Commissioner Science will expect **compliance with any current policies** imposed by the university campus or county/state government **regarding masking** or the ability to gather in person.

Any participant that plans to earn a degree must be prepared to provide and satisfy the degree prerequisites for the degree for which they enroll. If you will be completing your Doctorate of Commissioner Science at this year's college, you will need to submit your doctoral thesis or project for review by the Thesis/Project Review Committee **no later than October 1, 2021, or agreed upon date with Kevin Phillips, D.C.**

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SCHEDULE

	Bachelors Truman Carroll, Dean	Masters Katrina Hicks, Dean	Doctorate Korree Kennington, Dean	Advanced Studies Don Haynes, Dean
Opening 7:45-8:00	Welcome – Larry Brown, MTC Scout Executive, Karen Bengtson, Council Commissioner Instructions – Tracey Rodenbach, College Chancellor			
1st Period 8:00-8:50	BCS 109- The Essential Element (A Servant Leader's Heart)	MCS 350- Unit & Roundtable Commissioners Working Together	DCS 501 - Selecting Your Project or Thesis Topic	CED 701- Commissioner Stress and Burnout
2nd Period 9:00-9:50	BCS 101- Core Concepts of Unit Service OR BCS 150- Roundtables in Unit Service	MCS 314- Commissioners and the Professional OR MCS 351- Roundtable Planning Session	DCS 502 - Limiting the Scope of the Topic	CED 811- Tyrants & Troublemakers: Working Effectively With Difficult People
3rd Period 10:00-10:50	BCS 116- Collaborative Assessments OR BCS 106- Coaching Leaders	MCS 302- On Time Charter Renewal OR MCS 357- Management of the Long Distance Roundtable	DCS 503 - Developing Your Project or Thesis	CED 810- Advancement and the Commissioner
4th Period 11:00-11:50	BCS 104- Contacting Units	MCS 307- Commissioner Service For Newly Formed Units	DCS 509- Legacy of Servant Leadership	CED 720- Diversity
11:50-12:40	LUNCH BREAK			
5th Period 12:40-1:30	MCS 403 – Keynote Speakers-A Conversation with the National Service Team			
6th Period 1:40-2:30	BCS 102- The Charter Renewal Process OR BCS 152- Implementing and Promoting Roundtables	MCS 304- Commissioner Service for At Risk Units OR MCS 352- Roundtable Is Over, Now What?	DCS 504 – Project/ Thesis Open Workshop	CED 809- Developing Adult Leaders
7th Period 2:40-3:30	BCS 105- Resolving Common Unit Problems OR BCS 154- Roundtable Fundamentals	MCS 305- Mentoring Skills OR MCS 358- Addressing Unit Challenges Through Roundtable	DCS 512- Recruiting for Diversity OR CED 812- Youth Protection In The Real World	CED 812 Youth Protection In The Real World
3:45-4:15	Graduation Presentation of Degrees, Awards			

CURRICULUM DESCRIPTIONS

All content offered at the college of commissioner science follows the course materials presented on the national training page. Within the Continuing Education curriculum, Middle Tennessee Council offers locally produced content in addition to national training courses. Any questions regarding this content may be addressed to the chancellor of the college. Please note that the event schedule may be subject to change, to accommodate instructors or physical arrangements.

For full course descriptions, click this link: <https://www.scouting.org/commissioners/training/college/>

Note: Participants may need to reference the current commissioner manuals or bring a laptop with the manuals loaded on the hard-drive for classes. The current manuals are no longer in print and can be downloaded by clicking on the following link: <http://www.scouting.org/scoutsource/Commissioners/Manuals.aspx>

2021 CCS COURSE OFFERINGS

All levels (5th period class)

MCS 403 A Conversation with the National Service Team

BCS

BCS 109 The Essential Element (A Servant Leader's Heart)

BCS 101 Core Concepts of Unit Service - **or**

BCS 150 Roundtables in Unit Service

BCS 116 Collaborative Assessments - **or**

BCS 106 Coaching Leaders

BCS 102 The Charter Renewal Process **or**

BCS 152 Planning, Implementing and Promoting Roundtables

BCS 104 Contacting Units

BCS 105 Resolving Common Unit Problems **or**

BCS 154 Roundtable Fundamentals

MCS

MCS 350 Unit and Roundtable Commissioners Working Together

MCS 314 Commissioners and the Professional **or**

MCS 351 Roundtable Planning Session

MCS 302 On Time Charter Renewal – **or**

MCS 357 Management of Long Distance Roundtables

MCS 307 Commissioner Service for Newly Formed Units

MCS 304 Commissioner Service for At Risk Units-
or

MCS 352 Roundtable Is Over, Now What?

MCS 305 Mentoring Skills – **or**

MCS 358 Addressing Unit Challenges Through Roundtable

DCS

DCS 501 Selecting Your Project or Thesis Topic

DCS 502 Limiting the Scope of the Topic

DCS 503 Developing Your Project or Thesis

DCS 504 Project/Thesis Open Workshop

DCS 512 Recruiting for Diversity- **or**

CED 812 Youth Protection in the Real World

DCS 509 Legacy of Servant Leadership

Advanced Studies/ CED

CED 701 Commissioner Stress and Burnout

CED 720 Diversity

CED 810 Advancement and the Commissioner

CED 811 Tyrants & Troublemakers: Working Effectively with Difficult People

CED 809 Developing Adult Leaders

CED 812 Youth Protection in the Real World

REGISTRATION PROCESS

Please go to <https://www.mtcbsa.org/TrainingCourses/College-of-Commissioner-Science> and complete the Doubleknot registration. All fees must be paid in full at the time of registration **Online registration closes on November 1, 2021. Late registrations after November 1, 2021 will not be accepted unless arrangements are made with the council commissioner.** Degrees or certificates for walk on participants will be mailed after the college. Refunds will only be made upon written request to Middle Tennessee Council and approved by the Scout executive. The deadline for requesting a refund is 7 days prior to the event.

- In-Person: \$30.00
- Virtual: \$20.00
- Walk on registrations: \$40.00, payable by cash or check the day of the event.

DEGREE PREREQUISITES

Prerequisites, course requirements, and performance criteria are listed for each of the three degrees. Since a thesis or project is required for the Doctorate, the thesis or project criteria are provided after the Doctorate requirements.

NOTE: A person may participate in the college without having the prerequisites, but no degree will be awarded until all of the requirements are met. It is the responsibility of the student to provide the chancellor with the necessary proof of completion to be credited with the appropriate degree.

I. Bachelors of Commissioner Science (BCS)

Prerequisites:

- A. Current registration as a commissioner
- B. Current Youth Protection Training certificate
- C. Complete Commissioner Basic Training for your current position (available on My.Scouting.org)

Requirements:

Complete a minimum of seven courses of instruction with at least five (5) of the courses at the Bachelors program level

II. Masters of Commissioner Science (MCS)

Prerequisites:

- A. Current registration as a commissioner
- B. Current BSA Youth Protection Training certificate
- C. An approved Bachelors of Commissioner Science
- D. The Commissioner Arrowhead Honor recognition

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Requirements:

Complete a minimum of seven additional courses of instruction (a total of 14) with at least seven of the courses at the Masters program level

III. Candidate for the Doctorate of Commissioner Science

Prerequisites:

- A. Current registration as a commissioner
- B. Current BSA Youth Protection Training certificate
- C. An approved Masters of Commissioner Science

IV. Doctorate of Commissioner Science (DCS)

Prerequisites:

- A. Current registration as a commissioner
- B. Current BSA Youth Protection Training certificate
- C. An approved Masters of Commissioner Science
- D. Awarded the Commissioner's Key

Course Requirements:

- A. Complete a minimum of ten additional courses of instruction, not used to qualify for other college degrees, for a total of 24 courses.
- B. Five or more courses at the Doctorate Candidacy level
- C. Classes taught will count toward fulfillment of this requirement, but only once for each course taught

Thesis or Project:

- A. Completion of a thesis or project on any topic of value to Scouting
- B. The topic and final paper or project must be approved by the Doctorate Review Committee
- C. The thesis may not be started until completion of the Masters and approval of the Doctorate Review Committee
- D. The thesis must be submitted for review in an approved format

Performance:

- A. Serve on the College of Commissioner Science faculty (instructor or support staff)
- B. Approval of the chancellor of the college

NOTE: Bachelors, Masters degrees and Continuing Ed certificates are normally conferred during graduation at the College of Commissioner Science. However, if a degree is completed in the interim or a pre-requisite is satisfied, the degree or certificate may be given to the District Commissioner to be awarded at a commissioner meeting or to the council commissioner/assistant council commissioner to be awarded to the commissioner. **A Doctorate will only be conferred at the College of Commissioner Science.**

Anyone that has not fulfilled the prerequisites required of a degree at any level may take any additional courses, but cannot receive the degree until the prerequisites have been satisfied. The exception being the requirement "Current registration as a Commissioner." **Only currently registered commissioners can receive a degree at any level.**

Doctoral Review Committee

The Middle Tennessee Council College of Commissioner Science has formed a committee to review, pre-approve the thesis or project topic, and review and approve the final report. The purpose of this committee is to use a group rather than one person to determine the legitimacy of the thesis or project.

The Thesis or Project Requirement

One of the requirements to earn the Doctorate of Commissioner Science is for the candidate to prepare a thesis or complete a project related to commissioner service. More information is provided in DCS courses 501-504.

Topic Approval

The topic for the thesis or project should be related to commissioner service and it should benefit the local council. It must be preapproved by the Doctorate Review Committee. Follow the directions provided by the college for submitting the proposal. At minimum, the proposal should contain your name, current commissioner position, a brief description of the purpose of the topic and why it was selected, and a proposed work outline to complete the final report.

Timeline to Complete a Thesis or Project

The candidates have an unlimited amount of time to complete their work. However, effort should be made to complete the work and final report within 12 months from the date of approval.

Thesis

The intent of the thesis is to improve some aspect of commissioner service. It is a concept, idea, and/or theory. Your thesis is the basis for the work and the result of your research. Your thesis is the instructional manual and outline of the concept.

Project

A project is a task or planned program related to commissioner service that requires a significant amount of time, effort, and planning to complete. It is an event, activity, or administrative change in a scope and size approved by your Doctoral Review Committee.

The project needs to be related to commissioner service and not a program event such as conducting a camporee. There is no requirement for a minimum number of hours necessary to carry out a project, but it should be significant enough to make an impact.

Some sample projects are:

- The development of processes and procedures for better tracking of commissioner to unit leader contacts or performance
- Creating a computer based college library for thesis archival
- Developing and carrying out an approved recruiting plan
- Planning and conducting a Commissioner Conference

Report Structure for Thesis or Project

The structure of either report is determined by the Doctorate Review Committee. This structure would include font style and size, margins, and spacing. The total length of either report should be about 10-20 double-spaced pages.

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The final report for either the thesis or project should be comprehensive, clear and concise. It should leave an independent reader no doubt as to the topic, data research, and conclusions. The work needs to show the degree of quality and professionalism that when posted on the council website, the information may be used by others to further commissioner service in another district, council, or region.

Thesis or Project Report Format

Either document should outline the main topic, the scope of which is a direct benefit to commissioner service (at a district, council, or national level).

Thesis elements

1. Title Page
2. Executive Summary or Abstract (optional)
3. Table of Contents
4. Introduction
5. Body of Report:
 - About 15-20 double spaced pages
 - Supporting materials (graphs, pictures, charts, tables, or illustrations)
6. Conclusion or recommendations
7. Appendix (if needed)
8. Bibliography
9. Index (optional)

Project Report depending on its purpose

1. Title Page
2. Explanation of project's value
3. Table of Contents
4. Project description and purpose
5. Project evaluation
6. Recommendations or conclusions
7. Appendices as required

Submission and Final Approval

This set of documents is to be submitted to the Doctorate Review Committee, preferably in a digital format. The electronic copy of the thesis/project will be placed in the college's online library and made available to all commissioners as a reference.

RECIPROCITY GUIDE

Course credits and/or degrees may be earned from other commissioner colleges, providing certain criteria are met. The Middle Tennessee Council College of Commissioner Science will credit courses from another council to be applied towards a Middle Tennessee Council College of Commissioner Science. Classes taken at a University of Scouting do not transfer or count towards a degree requirement. The college will honor commissioner courses taken at Philmont Training Center. Credit for a degree may be given, if other requirements and prerequisites are met.

Degrees Earned Out of Council

The Middle Tennessee Council College of Commissioner Science will honor Bachelors and Masters and awards from other councils, if the following conditions are met for the particular degree below. Proof of the degree and/or award should be presented to the chancellor for verification. Middle Tennessee Council will honor degrees earned outside of the council, if the degree requirements listed previously in this catalog are met.

Please Note: Classes/Courses taken at University of Scouting do not count toward any degree.

If the commissioner attended a one week commissioners course at the Philmont Training Center within the immediate past three years, credit for a Bachelors may be given if other requirements are met.

Doctorate of Commissioner Science

Credit for completed courses or a thesis toward a Doctorate will be given upon approval by the current chancellor or the council commissioner. However, credit for courses or a thesis outside of the Middle Tennessee Council will only be given if:

- A. The candidate has been an active commissioner since completing the course work or thesis
- B. The candidate has been registered as a commissioner for at least one year
- C. A candidate has participated in (faculty or staff) at least one Middle Tennessee Council College of Commissioner Science

NOTE: The Middle Tennessee Council College of Commissioner Science will honor the following awards earned in another Council:

- A. The Commissioner Arrowhead
- B. The Commissioner Key
- C. Doctorate of Commissioner Science and Knot

Any requirement or reciprocity issues not addressed by this document may be resolved by contacting the chancellor or the council commissioner.

COLLEGE DEANS AND STAFF

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