

Chapter 4 – College of Commissioner Science



This chapter is divided into sections

- I. Basics of a Commissioner College
- II. Steps to Develop a College
- III. Appendices

Revised – May 2015, September 2015

Section I – The Basics of a Commissioner College

Preface

The College of Commissioner Science is the highest form of commissioner education available at the local level. The College is modeled after college courses and degrees. A commissioner has the opportunity to earn a Bachelor, Roundtable, Master, and Doctorate degree by attending the College and satisfying the prerequisites and requirements. They may also take courses as part of a continuing education program.

The purpose of the College of Commissioner Science is to provide ongoing practical training for all commissioners to allow them to better serve their units. As stated in the preface of the Continuing Education, Section III, of the *Administration of Commissioner Service* manual –

“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.”

Introduction

As in any task, the first step is to become familiar and educated on the subject and then learn the operations. Therefore, it is advised that you read all sections of this Chapter 4 very carefully to obtain a good overview about the College and its structure.

It is recommended that you, and members of your team, attend a College of Commissioner Science and talk with the College Dean and the staff to learn as much about the process as possible. It is a good idea to request copies of their planning and operation documents. Examples are: college catalog, registration forms, marketing information, and items used by the registrar. Attend several of the classes and take note of instructor techniques and materials available. Register for the classes if you want course credit.

Have a meeting with your staff upon the return to your council to share this information, and to make decisions concerning your college.

What is a College of Commissioner Science?

The College of Commissioner Science is an annual training event for registered commissioners. It is an opportunity to have a continuing education experience in a college environment. It helps the commissioner stay current in policy, techniques and application of commissioner service to units.

The College borrows the structure and terminology from higher education institutions. The College will have Deans, Assistant Deans, Instructors, Registrar, and designated curriculum for undergraduate and graduate degrees

The Bachelor Program consists of courses that will augment Commissioner Basic Training. Basic Training should be completed before beginning the Bachelor program. The courses cover some of the same topics but they are all covered more in depth and with more student interaction.

The Master Program offers more advanced courses. These courses will be most beneficial to an experienced or an administrative commissioner. Again many of the topics are familiar but are explained in more detail with more student interaction.

The Roundtable courses provide training specific to roundtable commissioners and staff. This section was newly created in 2015.

The Doctorate Program consists of the courses required to write an approved thesis or complete an approved project. In addition, there are some advanced courses available for the very experienced commissioner.

The Continuing Education curriculum was created in 2012 and provided for two reasons: to encourage those with a Doctorate to continue to learn new topics, and for those who hold a Master degree but do not aspire to complete their Doctorate. The degree courses offered are determined by the local council, and councils have the option to add courses or discussion panels on topics that are related to commissioner service in their area.

While each council can substitute or add classes of a local need, the degree requirements for the prerequisites and number of courses at that degree level must be met and that they are commissioner related courses. They are outlined in this chapter under the heading Degree Requirements.

Offering standard courses eliminates issues when transferring course credits to other colleges or applying for the Doctorate of Commissioner Science Knot award. Note that the Knot award has additional requirements above the Doctor Degree of Commissioner Science.

Why do Commissioners need the College?

The mission of the Commissioner is to help the unit succeed and the way to accomplish this mission is through education and practical learning experiences. Just as every Scout deserves a trained leader, every unit deserves a trained Commissioner!

A trained commissioner is an effective commissioner. Training materials are being updated on a routine basis. Therefore, to stay up to date, commissioners should view learning as an important part of their entire Scouting lives.

Even though updated training materials are assessable on the BSA Commissioner Training web page, holding a college gives the opportunity for interaction with other commissioners, and a better understanding of the material during a group session.

The College provides that in-depth knowledge in all of the essential aspects of the Commissioners duties and responsibilities. The final result is a stronger and more knowledgeable commissioner corps serving the units.

The College offers the opportunity to:

- Learn the information essentials to provide the best service to scouting units
- Provide fellowship amongst the commissioner corps
- Reinforce and expand on the lessons learned during previous training
- Provide updates on commissioner service and scouting

Types of Commissioner Colleges

There are three types of Colleges and the type is dependent on the size of the Council or Councils and the extent of the geographic area.

The Single Council College

A single Council may offer the college when it is large enough to support sufficient staff and instructors as well as a population from which to draw students. Each district contributes staff and instructors, and promotes student participation. It can offer the full range of required classes for each degree and can easily be held in one day or two days without the necessity of long distances to travel and the cost of a motel room.

A medium or small Council can also sponsor a College, but the determining factor is the availability of qualified staff and instructors across the entire College curriculum. The student population may also be a limiting factor.

Cluster of Councils College

Contiguous Councils form an alliance to pool their resources and conduct a college with a more extensive curriculum. The responsibility of the host Council may be rotated among the participating Councils. The advantage to this approach is that pooling resources allows for a fully qualified staff, instructors, and many students. The disadvantage is that the non-host participants may have to travel greater distances and have the added cost of food, gas and lodging. Most commissioners would like to attend colleges rotated among the councils rather than having a permanent location.

Electronic College

The participating councils may be widely dispersed geographically. Using electronic technologies can be helpful. This College type can bring together people from multiple Councils across a large geographic area without anyone leaving their home Council.

Using “Webinar” or “GoToMeeting” or other types of web based meeting programs to conduct a college remotely is a possibility. With a council acting as the hub you can conduct several classes simultaneously in multiple sites. If one site has the expert on a topic, control of the class can be shifted to this alternate location. This method will allow small Councils and very remote Councils to receive the full benefit of the College curriculum.

See **Appendix C** for the necessary hardware, software and licenses.

College Schedules

College schedules can be a one day, a two day, or a multiple day event. The selection is based on size of facility, the instructor corps, and course curriculum.

NOTE: A sample Class schedule is available in the **General Folder** on The College of Commissioner Science page of the National BSA website. It is an Excel spreadsheet format which you can modify to fit your college needs.

One Day

The one day format is used when the chosen facility is large enough to accommodate multiple (4-10) classrooms so that many simultaneously conducted classes can be offered per each scheduled period. A full college curriculum may be offered. It also means that the College has sufficient qualified instructors. This format could also be used for partial or limited curriculum Colleges. It can be modified to meet the particular college needs. This particular college will most probably be conducted on a Saturday.

Two Days

This format will use a full day and a partial day. The full day is usually a Saturday with the partial day being either Friday evening or Sunday morning. The advantage with this format is that more class periods may be available or additional activities can be planned. The advantage is that the student can take enough classes to qualify for a degree as well as take classes for credit toward the next degree. The disadvantage would be to students who have to travel long distances to attend the College. It requires the students to obtain lodging in the local area.

The one day schedule can be used for the Saturday activities with a possibility of adding a social event or cracker barrel on Friday evening or continuing classes on Sunday.

Multiple Day

The multi-day event is used if most of the participating Councils are connected electronically through the internet. It can also be used for Councils that have a large geographic area.

College Organization

Setting the initial date and other key dates for Commissioner College

This is one of the easiest steps for most councils, especially if there is a history in that council of holding commissioner colleges.

For councils starting their first commissioner college, there are some considerations when setting the date.

- Are there other events in the council that could conflict with the availability of a particular date or location to hold the commissioner college?
- Are there events in adjoining councils that could limit the number of participants on that particular date?

Backdating Timeline Tool

One of the most important steps when planning your council's commissioner college is using a backdating timeline. This timeline starts on the day that the commissioner college is scheduled to take place and is used to determine what needs to be done and when prior to the day of the commissioner college.

Following this type of timeline will ensure you will have all the supplies, food, approvals, and faculty members needed to have a successful college. It is important for you to personalize the backdater to your own college needs. Add all the program items, critical dates and meeting dates to the backdater to have everything on one document.

NOTE: A backdater spreadsheet is available in the **General folder** on the National Commissioner training website. Just enter the date and all the calendar math is performed by the macros in the spreadsheet. **There also is a sample outline of the key items and dates in appendix B1-B3.**

College Faculty and Staff

Staffing is divided into three main functions: Administrative, Instructional, and Support.

Appendix A1-A8 contains Job Descriptions, Responsibilities, and Selection Criteria for each staff position. This also includes a sample College Staff Organizational Chart

Administrative Staff

This includes the College Dean, Program Deans (Bachelor, Roundtable, Master, and Doctorate, and Continuing Education), Registrar and assistants, and any support staff as needed.

1. College Dean

The Dean of the College is responsible for selecting all of the college staff. This is one of the most critical items for the Dean. The Dean selects the program deans, registrar, and any other support staff needed. See a detailed job description of the Dean of the College and all other support staff functions.

2. The Program Deans

These Deans are responsible for picking the courses for their program and faculty to instruct those courses. There will be a Dean for the Bachelor, Roundtable, Master, Doctorate and Continuing Education programs courses.

3. College Registrar

The college registrar is responsible for the records and registration of all attendees at the college, safeguarding the records of course completion, certifying courses completed to ensure proper acknowledgement of a degree or participation, preparing and awarding of the appropriate certificates, and performing other duties of an administrative nature assigned by the college dean.

In addition to these records, this person could maintain progress on thesis and projects toward the Doctorate Degree within their own council.

To ensure accurate records, create an attendance sheet for each class period. The instructor or helper will be able to take attendance and report back to the registrar for an overall attendance record. This in turn gives valuable information for a transcript issued at the end of the college.

A college transcript should contain the following information: Title and date of the College, participant name and BSA ID#, classes attended, and if a degree was earned.

The Dean's Cabinet

The Dean's Cabinet is an administrative body which is responsible for the overall management and administration of the college, with the College Dean as the chair. This group provides policy, guidance, and direction for the operation of the college. Members shall include all of Degree Deans, the Council Commissioner, the professional liaison, and Support Staff chairs. The professional liaison represents the council to make sure that the policies of the Boy Scouts of America Policy are followed. The College Dean should schedule multiple meetings of this cabinet, and provide the meeting agenda for each.

The Dean's Cabinet also has the responsibility for final decisions in academic matters.

Availability of Deans during College

Deans and assistant deans should not be scheduled as instructors, and only utilized in that capacity should an instructor be unable to attend.

- Have the deans and assistant deans in strategic locations throughout the college.
- During the orientation and opening remarks, let the attendees know where they can be found, such as the dining area, near the coffee pot, or the administrative area.
- They can assist participants in finding their next classes.
- They should be readily available to address the immediate concerns of the participants throughout the event.
- They are encouraged to observe and audit classes to ensure they are going well. This helps identify any problems or hazards before they become serious issues.
- They can also be utilized in other administrative functions

Reports at the conclusion of the College

This is sometimes referenced as an After-Action report. The report is a comprehensive written evaluation of what happened during your college, and is a valuable tool for a future college.

The College Dean is responsible for seeing that this is prepared following the conclusion of the college. The registrar will be able to assist with the information.

Suggested contents

- Total number of attendees
- Listing of staff and instructors
- Number of degrees awarded per degree program
- Analysis of evaluation sheets from attendees and staff
- Comprehensive list of lessons learned to aid in improving a future college

Instructional staff

This includes the instructors and classroom assistants as chosen by the Program Deans. The instructors must have knowledge of the subject matter and have excellent presentation skills. The different Deans need to mentor their faculty and review their preparations for the courses.

Things to consider

1. Class Sizes

Class sizes are a function of how many classes you are going to offer, the size of the rooms available and the number of students enrolled in a particular class. If you have an enrollment for a class that exceeds 25, consider offering the class in two or more time slots. Large classes are not conducive to the learning environment. Consider dropping a class if very few people are registered.

2. Teaching Methods

A variety of teaching methods should be used by instructors during a college course session. Course outlines are provided so that the instructor knows what information to cover in the presentation.

Teaching methods used include white board, chart pads, discussion group, buzz groups, role playing, and case studies. Using Power Point presentations as the only method is to be discouraged. Most courses should be interactive and involve the student.

NOTE: Each course within the College of Commissioner Curriculum is available to download from the Commissioner Training page on the National BSA website. A set of tools are included for each course within the following groups: Bachelor, Roundtable, Master, Doctorate, and Continuing Education.

Support Staff

This group includes several departments: College Facility, Technical Support, Marketing and Advertising, Food Service, and Ceremonies.

College Facility Staff

1. Staff Responsibilities

The College Classes need to be presented in a clean inviting facility that can adequately support the needs of the college activities and for participants, staff, and invited guests. Technical support is important to ensure that all electronics are operating properly.

2. Facility Requirements

Facility criteria can be found in **Appendix D**. The criteria can be modified to fit the needs of your college requirements. Internet and telephone service are critical for the operations if the “Webinar” format is to be used. Each room needs to have sufficient electrical outlets to support the electrical equipment. The next critical requirement would be to have a laptop computer, computer projector or a large screen monitor, and a good sound system with microphones. Classrooms should also have either white boards, black boards or standup easels for writing down student ideas and discussion points.

Other considerations include

- facility location
- parking
- enough classrooms to fit course schedule, and a large group meeting area
- support food service
- environmental controls
- sufficient electrical outlet power

Classroom requirements can include: student desks or tables and chairs, small tables for electronic equipment with a display screen of some type (standard school screen, white board, paper screen or large monitor).

The large group meeting area needs to accommodate all participants, staff, and guests. It should also have a speakers’ platform or podium, and a good quality microphone and sound system.

Technical Support Staff

This is a very important position. Responsibilities include working with the facility to obtain approval and instructions for both Internet access and computer/projector needs. They have the huge responsibility to make sure all is in good working order prior to and throughout the college.

Marketing Staff

1. Creating the College Catalog

NOTE: Set up the registration process prior to a general announcement.

The College Catalog provides the student with detailed information about the College, the staff, and courses provided with description of each course. The catalog should be available in both electronic media via either the council or college website as well as in hard copy. Encourage the use of the internet for registration, as well as downloading the catalog. The hard copy version needs to be available for walk-in registration, if permitted. Examples would be at the Council Service Center, commissioner meetings, and/or roundtable meetings.

It is recommended that the contents include the following (**See Appendix F**)

- Cover page with Host Council, dates, times, and location (including street address)
- Message from the College Dean
- College background and history
- Listing of the key College Staff, and which councils are staffing the college
- College location map and driving instructions
- Registration forms, fee chart, payment options, and enrollment information
- How to register via the Internet, if used, and how to register manually
- Course schedule and class section grid (including times for each session)
- Course descriptions and degree requirements
- College uniform, health form if required, what to bring, and what they will receive.

2. Promotion and Advertising - **PROMOTE, PROMOTE, PROMOTE**

As with any council training activity, the commissioner college must be marketed so that the event generates interest and creates a desire to attend the event. To generate a large group of attendees, there is no such thing as over promoting the event.

Suggested methods of promotion – determine which will be productive in your council

- Announcements and handouts at Roundtable and Commissioner meetings
- Brochure or flyer for commissioner to share with those interested in joining corps
- Electronic announcements via email or Council newsletter
- Email information to commissioners and unit leaders
- Invitation to neighboring council commissioners to share with their team.
- Listed on council activity calendar
- Listed on the BSA Commissioner Training page of upcoming colleges which can be found at: <http://www.scouting.org/scoutsource/Commissioners/training/Colleges.aspx>
- Personal invitation by phone
- Separate section on council website
- Use of Social Media

All promotional materials for any event have similar goals in common – they seek to generate excitement and a desire for the viewer to make a conscious commitment to do what is being

offered to them. All promotional materials should contain images, summary of what is being offered, contact information, and how to register for the event.

3. Creating promotional literature for your Commissioner College

Be careful when selecting fonts to use in promotional materials. The font(s) used in promotional materials should be clean, easy to read, and when used as a heading, of a color that is bold but pleasing to the eye. For more information on the preferred fonts for Scouting publications, download the BSA's current edition of the *Brand Identity Guide*, on the BSA website.

4. Using electronic media – Internet websites and social media

These methods have opened new avenues that can be used to promote your council's commissioner college. Unlike mailings and e-mail messages, social media and websites have a reach far beyond what was regarded as the "traditional" target group. The Internet has now made it possible for anyone and everyone *globally* to access any information on your event published to the web. Social media sites have multiplied in recent years, with the most popular being Facebook, Twitter, LinkedIn, Pinterest, Google Plus, and MySpace. Some allow creating a webpage, while others only share messages.

When creating a page on any social media site, the National Council's Marketing Division requires that the page be moderated constantly for inappropriate comments, any comment that suggests a sexual abuse issue be reported to the council's Scout executive, and to qualify as an "official" page, the site must have multiple moderators (these are those responsible for the content of the page) and one of the moderators must be an official staff member.

Food Service Responsibilities

There are typically three options: hire a catering service, pick up or have prepared food delivered, or establish a food preparation and serving committee. Consider cost and convenience for each type of food service. Catering handles all preparation, serving, and clean up, but is expensive. The pick up or delivery option is less expensive and less work. Doing it all yourself is less costly but requires more planning and labor.

If you elect to establish your own food preparation and serving committee, then you need to start planning all aspects of the job as early as possible. Start the process by getting an estimate from the registrar on how many people are expected including students, guests, staff, and instructors. Then plan the menu for the number of people and days that the college will operate. The key planning points are breakfast period, lunch, afternoon snacks and maybe a dinner meal. Ensure that health codes are followed when preparation is on site.

College Ceremonies

The College will generally have two main ceremonies. The opening ceremony will set the theme for the day. The closing ceremony will include graduation, special recognitions and the official conclusion of the day's events. The opening and closing ceremonies should be scripted with times allocated for each segment. You may also decide to have a special ceremony or invited guest speaker immediately after a meal.

Every ceremony needs to start and end on time.

A ceremony committee is optional, depending on the type of ceremonies desired. The ceremonies may be formal or informal as desired. Have a host or master of ceremonies at each. Be sure to introduce the people taking part immediately before their service, with a thank you after.

These ceremony guidelines can be varied to fit your needs. Whatever approach you take, make sure that it is scripted and that all the necessary parties are available when needed.

Opening Ceremony suggestions:

1. Welcome to the College
2. Conduct a flag ceremony with local Scouts
3. Invocation
4. Provide some announcements and health and comfort information
5. Present the College Dean who will provide a program overview.
6. The Council Commissioner can share a short message, followed by the introduction of the guest speaker
7. At the Speaker's conclusion, the Council Commissioner provides thanks and may present a gift of appreciation.
8. Introduction of Special Guests
9. The host dismisses the participants to attend the College Classes.

Mealtime Ceremony

If one is scheduled, give everyone time to collect their meal items and get comfortably seated before starting any lunch time event.

Introduction of Special Guests

These could include Council Board members, member of Council Key 3 of neighboring Councils, Area Key 3 or Region Key 3, or well-known political or business person. Invite them to stand as you introduce them. To stay on schedule, ask participants to hold applause until all have been introduced.

Keynote Speaker

The keynote speaker is important as they set the tone for the college and encourage the attending commissioners to take full advantage of the educational opportunities afforded them. In doing so, the Commissioners can provide better and knowledgeable service to their units.

You may choose to have this speaker at the opening to set the tone for the college, or during lunch, as you feel appropriate.

The keynote speaker could be someone at the Area level, National Level or from the community at large. The National Commissioner is a very popular speaker but must be scheduled months in advance. The request must be through the National Headquarters in Irwin, Texas.

The keynote speaker could also be someone associated with the local Council. Prime choices would include the Council Executive, The Council President, The Council Commissioner or another member of the Council Staff.

If the speaker is at the National Level of Scouting, either the MC or Council Commissioner will introduce the speaker. Following the presentation, the Council Commissioner thanks the speaker and may present a small gift.

Graduation and Closing Ceremony

Graduation is the finale for the college. The ceremony should have some formality as those who have completed degrees are recognized for their achievement. But it should not be too formal as to make it long and boring. It must move along quickly so that presenting the diplomas and other awards are done in a reasonable amount of time. This is also a good time to distribute college transcripts to the participants.

A suggested course is awarding the degrees in the order – Bachelor, Roundtable, Master, Continuing Education, and Doctor. It is recommended that the attendees be told to hold their applause until each group has been presented with their degrees. The Degree Dean should read the names of those receiving a degree and the degrees should be conferred by the Dean and the Council Commissioner. Those receiving the highest degree of Doctor should be invited to the front or on stage one by one to be recognized individually.

Following the recognition of those who have earned their degree, special awards could be presented providing all requirements have been met and approved: The Doctorate of Commissioner Science Knot award and certificate, followed by the Distinguished Commissioner Award recipients. Each person should be called up individually for their recognition.

The host should announce the date for the next college and remind everyone to hand in their evaluation surveys.

The final part of this closing ceremony is closing remarks and the retiring of the colors ceremony. Then dismiss the students, wishing them safe travels.

Degree Requirements

Degree Prerequisites and Criteria

The Prerequisites, Course Requirements and Performance criteria are listed for each of the four degrees. Since a Thesis or Project is required for the Doctorate Degree, the thesis or project criteria are provided after the Doctorate Degree requirement page.

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

Bachelor of Commissioner Science Degree (BCS)

A. Prerequisites

1. Current registration as a Commissioner
2. Current BSA Youth Protection Training certificate
3. Complete Commissioner Orientation if new to Commissioner Service. See the Commissioner Training page on the National BSA website for recommendations.
4. Complete Commissioner Basic Training listed on the Commissioner Training page.

B. Course Requirements

1. Complete a minimum of seven courses of instruction
2. Five must be from the Bachelor Degree level training

C. Commissioners Performance

1. Approval of Council Commissioner, or assigned Assistant Council Commissioner
2. Approval of Council Scout Executive or Council Staff Adviser for Commissioner Service

Roundtable of Commissioner Science Degree (BCS)

1. Prerequisites

1. Current registration as a Roundtable Commissioner
2. Current BSA Youth Protection Training certificate
3. Complete Commissioner Orientation if new to Commissioner Service. See the Commissioner Training page on the National BSA website for recommendations.
4. Complete Roundtable Commissioner Basic Training Course Requirements

2. Course Requirements

1. Complete a minimum of seven courses of instruction
2. Five must be from the Roundtable curriculum of Bachelor Degree level training

3. Commissioners Performance

1. Approval of Council Commissioner, or assigned Assistant Council Commissioner
2. Approval of Council Scout Executive or Council Staff Adviser for Commissioner Service

Master of Commissioner Science Degree (MCS)

A. Prerequisites

1. Current registration as a Commissioner
2. Current BSA Youth Protection Training certificate
3. Bachelor of Commissioner Science Degree
4. The Commissioner Arrowhead Honor

B. Course Requirements

1. Complete a minimum of seven additional courses of instruction, for a total of fourteen
2. Seven of the fourteen courses must be from the Master Degree level training

C. Commissioner Performance

1. Approval of Council Commissioner, or assigned Assistant Council Commissioner
2. Approval of Council Scout Executive or Council Staff Adviser for Commissioner Service.

Doctor of Commissioner Science Degree (DCS)

Note that earning the Doctor of Commissioner Science Degree does not automatically qualify you to receive the Doctorate of Commissioner Service Knot Award. See next page for details.

A. Prerequisites

1. Current registration as a Commissioner
2. Current BSA Youth Protection Training certificate
3. Master of Commissioner Science Degree
4. Awarded the Commissioner Key

B. Course Requirements

1. Complete a minimum of ten additional courses of instruction for a total of twenty-four
2. At least five of the twenty-four must be from the Doctorate Degree level training.
3. Courses may not have previously been counted toward other college degrees.

C. Thesis or Project

1. This can be on any topic related to Commissioner Service.
2. The topic must be preapproved by the Dean of the College, the Dean of the Doctorate level program, or the Doctoral Review Committee.
3. Complete the thesis or project using the approved format as determined by the college.

D. The completed thesis or project must be approved by the Doctoral Review Committee (see below). If a review committee is not used, at a minimum the Council Commissioner and the College Dean need to make the approval.

E. Commissioner Performance

1. Serve for at least one year on the College of Commissioner Science Staff (instructor or support staff), or work with training support for commissioners for at least one year
2. Approval of the Dean of the College, or Staff Adviser for Commissioner Service
3. Approval of Council Commissioner, or assigned Assistant Council Commissioner
4. Approval of your Council Scout Executive or Council Staff Adviser for Commissioner Service.

Doctoral Review Committee

It is recommended that each College form a committee to review and preapprove 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 project or thesis.

This committee is typically comprised of the College Dean, the Doctoral Dean, and one other person. This third person could be the Council staff adviser for Commissioner Service, or perhaps someone who holds a Doctorate Degree who is asked to serve on the committee or another person selected by the College Dean.

The Thesis or Project Requirement

One of the requirements to earn the Doctorate of Commissioner Science Degree 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 Doctoral Review Committee, or other designated staff prior to starting the work. Follow the directions provided by the College for submitting the proposal. At minimum, the proposal should contain your name, and 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. Please see Thesis/Project Submission Guidelines.

Timeline to complete a Thesis or Project

The candidate has 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 preapproval.

Thesis

The intent of the thesis is to improve some aspect of Commissioner Service. It is a concept, idea, and a 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

The 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 as approved by your Doctoral Review Committee.

It 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:

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

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 twenty double-spaced pages.

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 the 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 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 20 doubles 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 worth
3. Table of Contents
4. Project description and purpose
5. Project evaluation
6. Recommendations or conclusions
7. Appendices as required

Submission and final approval of report

1. This set of documents is to be submitted to the Doctorate Review Committee or designated staff for final approval in a format as directed. This could be in printed or digital format.
2. The printed or electronic copy of the thesis/project will be placed in the College's document library and made available to all commissioners as a reference for future use.

Doctorate of Commissioner Science Knot Award



The purpose of this knot is to recognize the completion of a standardized program of studies plus the requirements listed here.

The objective of this knot is to provide councils an opportunity to recognize commissioners for their tenured service, their involvement in learning more about delivery of quality Scouting, and their involvement in support of others.

Note: The completion of the Doctor Degree of Commissioner Science does not automatically qualify a commissioner for this award knot. All requirements below for the knot must be met. There are only two unique requirements to earn this award: Tenure and Recruiting.

Minimum Requirements for this award

A. Tenure

1. Serve as a Commissioner for a minimum of 5 years. (Years need not be consecutive)
2. This service may be in one or more roles or positions of Commissioner Service.

B. Training – successfully complete the following

1. Bachelor or Roundtable Commissioner Science Degree (BCS)
2. Master of Commissioner Science Degree (MCS)
3. Doctorate of Commissioner Science Degree (DCS), including Thesis or Project

C. Recruiting

1. Recruit (or assist in recruiting) at least three new Commissioners.

D. Final Approval

1. Approval of Council or assigned Assistant Council Commissioner
2. Approval of your Council Scout Executive or Council Staff Adviser for Commissioner Service.

Grandfather or Sunset Clause

Since the key requirement of this award is tied to an approval of a Thesis or Project that is only earned once, this award is retroactive for individuals who have completed other requirements prior to the approval of this award in 2008. This clause applies for the previous 10 years which would be after 1998. Any commissioner who meets these requirements would need to list any courses they have completed previously and then complete their thesis or project to apply for this award.

Award Qualifying Certification

The council certifies that the individual has met all of the requirements to earn the Doctorate of Commissioner Science Award and should make the presentation at a public gathering to gain recognition for the individual being honored.

Recognition

This award knot and certificate may be ordered through Boy Scouts of America.

Suggested Reciprocity Guidelines

Course credits and/or degrees may be earned from other commissioner colleges, providing certain criteria are met. Suggested course and degree reciprocity guidelines with other sponsored Colleges are provided below.

OUTSIDE COURSE WORK

The Registrar may credit course work from other Councils to be applied toward degrees your council issues, based on the following:

1. Prior approval has been obtained from the College Dean and the appropriate Degree Dean.
2. The college may honor Commissioner Courses taken at the Philmont Training Center.
3. NOTE: these will not be recognized -- program classes taken at a University of Scouting event that are **not** Commissioner related.

DEGREES EARNED OUTSIDE OF YOUR COUNCIL

The College will honor Bachelor and Master Degrees 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 college for verification.

A. Bachelor of Commissioner Science Degree (BCS), including Roundtable

1. The degree was earned in the immediate past five years
2. The Commissioner has remained an active Commissioner since earning the degree
3. The college required at least seven courses for the degree, with five from the Bachelor level.
4. The college courses applied toward this degree are equivalent courses to those offered in the on the Commissioner Training page of the National BSA Website.
5. A week long commissioner course at the Philmont Training Center within the immediate past three years should be counted in lieu of the listed courses.

B. Master of Commissioner Science Degree (MCS)

1. The degree was earned in the immediate past five years
2. The Commissioner has remained an active Commissioner since earning the degree.
3. The college required at least seven advanced courses for the degree above the Bachelor level program.
4. The college courses applied toward this degree are equivalent courses to those offered in the on the Commissioner Training page of the National BSA Website.
5. A week long commissioner course at the Philmont Training Center within the immediate past three years should be counted in lieu of the listed courses.

C. Doctor of Commissioner Science Degree (DCS)

Credit for completed courses toward a Doctorate degree will be given upon the approval of the College Dean and the Doctorate Program Dean. Doctor degrees earned in other Councils should be honored. Credit for the Doctorate Thesis approved by another Council should be honored.

In the event of a transfer of Doctorate courses from one college into the Doctorate program in another college – credit for the Doctorate courses will only count to a degree in the new college if:

1. The candidate has been an active Commissioner in your (*the new*) Council for at least one year
2. The candidate has participated in at least one of this Council's College of Commissioner Science sessions. (*in the new Council*)

D. Commissioner Awards

The College should honor the following awards earned outside of your Council:

1. The Commissioner Arrowhead Honor
2. The Commissioners Key
3. Doctorate of Commissioner Science Knot

NOTE: Any requirement or reciprocity issue not addressed by this document will need to be resolved by College Dean and the Council Commissioner.

Transcripts to other Colleges

If a person plans to attend a college outside of the local council, it is suggested that a transcript be provided by the college registrar listing the course work and/or degree completed.

Suggested options:

- a. A person may request a transcript from the college registrar
- b. The registrar may provide a transcript for the attendees at the closing ceremony or electronically.

The college registrar at the receiving college should review the transcript and certify that the participant is eligible to continue the course work in the registered degree program.

Following National Curriculum

To ensure the integrity and quality of the college program and degree reciprocity among different colleges, the national curriculum listings and the course synopses are located in the **General Folder** on The College of Commissioner Science page of the National BSA website.

The course and curriculum, as well as the course numbering, were updated in 2011 for the College of Commissioner Science. To accommodate local courses and keep a consistent numbering system, it is suggested that the following course numbering system be implemented in each council. All of this material is available to download from the College of Commissioner Science Page. There is a link to provide course feedback to the national training team at the bottom of the Training webpage.

Bachelor Level Courses

101—199 National courses

Including 150---160 Roundtable Specific Courses

201—299 Local council courses

Master Level Courses

301—399 National courses

401—499 Local council courses

Doctorate Level Courses

501—599 National courses

601—699 Local council courses

Continuing Education Courses

701—799 National courses

801—899 Local council courses

Each course is in a zip file that is self-contained with all materials: course outline, teaching notes, PowerPoint presentation, and handouts necessary to teach the course. Simply click on the link and download the file. Most versions of Windows have a utility that will unpack zipped files. If you need an unzip utility, you can find a number of free versions by doing an Internet search.

Each zip file will include multiple files with the following prefixes:

- 001 – A list of the documents in the file set, along with the latest revision date, so you can verify you have all of the files
- 002 – Course outline
- 003 – Teaching notes for the suggested primary and secondary teaching method
- 004 – A listing of materials needed for the class, such as chart pad, markers, Post-it notes, index cards, digital projector, and laptop computer
- 010 – PowerPoint presentation of the course
- 011-025 – Handouts, data sheets, manuals, etc., used for the class

Award Certificates

Nationally approved degree certificates may be obtained from the National Scouting Supply for the Bachelor, Master, and Doctorate degrees. NOTE: A template for printing the names and date on the certificate is available in the available in the General Folder on The College of Commissioner Science page of the National BSA website. Some colleges use these certificates, while other colleges design their own.

Locally Developed Courses

Colleges may develop local courses as needed to fit the educational needs of the commissioners in their council. These courses are offered in addition to the national curriculum courses and can count towards degree completion, providing they are commissioner service related. .

Determining if you need custom classes

Occasionally it may be necessary to create a custom class to cover a topic or issue that is not covered in the current nationally developed commissioner college curriculum.

Custom created courses should not repeat materials or information already contained in the National Council produced course offerings, but should reflect a topic or issue that is specific to the area served by your council. Such courses could cover topics that focus on cultural awareness of large minority communities within the council, or guidelines in handling unique situations that exist exclusively in communities served by your council.

Designing a commissioner college class takes a lot of research and effort. Before beginning any such project, it is important to consider the following factors when evaluating a topic or situation as the basis for the custom course:

- Is the issue or problem related to a subject already covered in a nationally designed commissioner college class?
- Is the issue or problem already covered in BSA publications that are not currently utilized by commissioner service?
- Do other councils offer a course that could be used by your commissioner college?

If the topic of your proposed course is not covered by a course offered as a part of the national curriculum or not available from another council, it is possible that you will need to create a custom class.

Determining degree level for custom courses

Once the topic of the custom course has been identified, the next step is determining how the course should be classified. A simple method would be to consider the content of the course and decide what experience level of commissioner or what capacity of commissioner would need the information.

- Bachelor level courses – are designed for unit commissioners and commissioners that have less than two years of experience in their position.
- Master level courses – are designed for commissioners that have two or more years in their position, are serving in an administrative capacity, or have unit assignments consisting of less-than-ideal units.
- Doctor level courses and those for Continuing Education are designed for those who have been serving in their position for four years or longer, are serving in an administrative capacity, or have unit assignments consisting of less-than-ideal units.

Custom Course for National review

If the course has been well received and there is a possibility that it may serve a need in other Councils you may want to submit it to the National Commissioner Support Staff for consideration as part of the National curriculum offerings.

You can submit courses to be considered for National release by sending them to the National Commissioner Support Staff Training Chair.

Section II - Steps to Develop a College

Now that the basics of the College of Commissioner Science have been covered in Section I, this is a listing of the steps in the process of developing the college.

This section will walk through the process to establish the College of Commissioner Science in your Council or multiple Councils. These steps are guidelines to help steer you through the activities and events which are recommended to establish a highly successful College.

Note that some parts of Section I (Basics of a Commissioner College) have been repeated here for emphasis.

Getting Started – Learning the basics

As in any task, the first step is to become familiar and educated on the subject and then learn the operations. Therefore, it is advised that you read all sections of Chapter 4 very carefully to obtain a good overview about the College and its structure.

It is recommended that you, and members of your potential team, attend a College of Commissioner Science and talk with the College Dean and the staff to learn as much about their process as possible. It is a good idea to request copies of their planning and operating documents. Examples are: college catalog, registration forms, marketing information, and items used by the registrar. Attend several of the classes and take note of instructor techniques and materials available. Register for the classes if you want course credit.

Have a meeting with your staff upon the return to your council to share this information, and to make decisions concerning your college.

Recruit a Staff

The staffing is divided into three main functions: Administrative, Instructional, and Support.

Recruit the Administrative Staff first. Instructional and Support staff are discussed in more detail later.

- Administrative Staff - includes the College Dean, Program Deans (Bachelor, Master and Doctor Degrees, and Continuing Education), Registrar and assistants, and any administrative support staff as needed.
- Instructional Staff - includes the instructors and classroom assistants as chosen by the Program Deans. The instructors must have knowledge of the subject matter and have excellent presentation skills. The different Deans need to mentor their faculty and review their preparations for the courses.
- Support Staff - includes several departments: College Facility, Technical Support, Marketing and Advertising, Food Service, and Ceremonies.

Dean's Cabinet

This group is led by the College Dean, who prepares an agenda, and meets on a routine basis with all of the staff above except for the instructional staff.

How to Recruit

Start by approaching the Council Commissioner and his or her Assistant Council Commissioners, who are rich sources of talent within the council. Proceed to the District Commissioners and their staffs to fill all the staffing requirements. Have several copies of the job descriptions with you so that prospective candidates know what you are asking of them. This information is provided in **Appendix A**.

The Importance of a Detailed Timeline

Now it is time to scope out the entire process for your college from beginning to end. This timeline will be your roadmap and time check to determine your progress. Include some buffer for contingencies.

The best tool for this is the backdating timeline. It starts on the day that the commissioner college is scheduled to take place and works backwards to determine when activities need to take place. It is used to determine what needs to be done and when prior to the college. This ensures that everything will be on time and in place in place for a successful college.

The Dean of the College will use this detailed schedule to prepare the monthly agenda for the staff meeting. The Chair of each of the key functional groups will report progress against this schedule. If dates cannot be met, then alternate plans will be determined by the Dean's Cabinet in order to maintain the program schedule.

NOTE: **A backdater spreadsheet** is available in the General folder on the National Commissioner website. Just enter the date and all the calendar math is performed by the macros in the spreadsheet.

Develop a Proposed Milestone Work Schedule (Sample in Appendix B)

This is a sample listing of work to be accomplished along with the established timeline.

Some of the items that must be considered:

- Budget
- Ceremony plans, and any special guest invitations
- Council briefings
- Dean's Cabinet meetings
- Degree and course selection (based on an anticipated student enrollment)
- Determine the criteria for a facility, including any Internet or electronic needs
- Evaluation Forms for participants, faculty, and staff
- Facility selection based on your criteria – note that this could dictate your date(s)
- Food and Beverage arrangements
- Gifts for participants (patch, or other small gift); gift for special guests
- Marketing plan, beginning and end dates for registration
- Plan for record keeping
- Preparation of registration materials and the College Catalog
- Reports at the conclusion of the College
- Scope and type of college, including tentative dates and times
- Staff meetings
- Staff selection and instructor recruitment
- Trading post for commissioner items

Determine the scope and type of your Council's College

First look at the size of your council and the number of districts available to you. Call surrounding councils and see if they might want to join you. Remember that starting out slowly is an acceptable approach. As your experience expands, the scope of your college may expand as well.

Then determine the type of college to be offered – one day, weekend, or Electronic – and if the college is conducted by one council or multiple councils. If planning a multi-council college, it is a good idea to include staff from every council.

Develop a Budget

The budget should provide the best program possible within acceptable cost limits. Set a college fee, and multiply that amount times the estimated number of attendees. This will give you an estimate of revenue. Then calculate the expenses to end with a balanced budget, even if adjustments are made. The **General Folder** has a Sample Budget in a Microsoft Excel file.

Income

In trying to reach a figure for the participant's fee, try to keep the cost in the range of \$20-\$25 per person depending on the duration of your college. Any fees above this may discourage potential participants from attending.

Expenses

These factors need to be considered in computing the budget and the allocated portion of these factors and the percentages given are guidelines which can be varied to fit your situation. If you can obtain certain items at no cost, you can reallocate budgeted funds to another need.

- Council Costs – overhead, copying, mailing, diplomas/certificates
- Facility costs – including any custodial fees
- Food Service
- Internet or other electronic costs, support equipment
- Printed promotional material – posters, flyers, course catalog, registration forms
- Recognition – certificates, mementoes, and special gifts

Attendee Mementos and Special Gifts

Your budget needs to reflect these items that serve as a personal reminder of your college. You may be able to purchase some items in bulk to reduce the cost. However, you may want to spend a little more for especially invited speakers and guests.

Mementos are usually given to everyone attending. They can range from pens, a portfolio, lanyards, tote bags, note books, to specially minted coins. Special gifts may be presented to show your appreciation to invited speakers, special guests, key staff members, and instructors.

Facility and specific needs

Besides setting a date for the College the next critical event is the selection of a facility to meet your needs. See **Appendix D** for Facility Selection Criteria.

The college classes need to be presented in a clean inviting facility that can adequately support the needs of the students. Internet and telephone service are critical for the operations if the “Webinar” format is used. Each room needs to have sufficient electrical outlets to support the electrical equipment. A room with a dimmer control to set the overhead lights would be great.

Other considerations include facility location, parking, space in the building for as many classrooms as you need and a large meeting space for the entire group. Further, the facility needs to support food service, restrooms, environmental controls, and electrical outlet power.

Furnishings can be as simple as student desks or tables and chairs. Small tables will be needed for the electronic equipment while a display screen of some type (standard school screen, white board, paper screen or large monitor) will be needed in order to display the viewgraph information. Several courses will require easels with chart pads with marking pens.

Identify the Curriculum

The decision of what degrees you offer and how many courses will be available, is a function of what type of college you plan and the depth of the talent pool within your commissioner corps as well as the number of the potential students. There is a comprehensive listing of the courses for each degree in the General Folder on The College of Commissioner Science page of the National BSA website.

Select those courses that can help your Council with its immediate needs. Do not try to do too much too soon. Start slowly and stay within your comfort range.

If you have a need that is not addressed by the courses listed, you may develop your own course, following the recommendations in that section of this chapter.

Recruit Qualified Instructors

It is vital important that you have qualified instructors. Be knowledgeable about his or her teaching methods. You may want to speak with other College Deans to learn about the qualifications and knowledge of their instructors. Make note of your previous instructors and how they performed before asking them to participate in the new college.

It is important for the Degree Deans to recruit their instructors as soon as possible so that they have time to prepare. **Deans and assistant deans should not be scheduled as instructors, and only utilized in that capacity should an instructor is not able to attend.**

See **Section H of Appendix A** for job descriptions and qualifications for instructors.

A good source for qualified instructors is the commissioner training team. Another source is the Assistant Council Commissioners and the District Commissioners.

It is a very good idea to recruit two qualified instructors for each class. This way, if one becomes unavailable at the last minute, you still have someone to teach the course. It is also advisable to have instructors qualified in multiple courses of instruction. This will offer you flexibility in scheduling classes.

Commissioner College Course Materials

All training for Commissioners is located on the Commissioner Training page of the National BSA website. This includes links for courses for each degree, and a link to the College of Commissioner Science information and the course materials.

Each course has a hot link with a ZIP file which is a self-contained information file with all materials – course outline, teaching notes, PowerPoint presentation and handouts necessary to teach the course. Simply click on the hotlink and download the zip file. Most versions of Windows now have a utility that will unpack ZIP files and there are many free utilities available for download that will unpack ZIP files. Having all of the courses on the BSA website should eliminate the need to make CD or DVD copies of the course materials for instructors.

Each ZIP file will include multiple files with the following prefixes:

- 001 – A list of the documents that should be in the file set - this is to make sure that nothing is missing after unpacking the files. This will include the latest revision date for this material.
- 002 – Course Outline (similar to the one currently in the Continuing Education section of the Administration Manual)
- 003 – Teaching notes for the suggested primary and secondary teaching method
- 004 - A listing of materials needed for the class – chart pad, markers, Post-It notes, index cards, digital projector, laptop, printouts, support materials (manuals), etc
- 010 – PowerPoint presentation of the course
- 011 – 025 – Handouts, data sheets, manuals, or other materials used for the class

Instructor Preparation for an Effective Course

1. The instructor needs to download the material and review it long before the college. Everything is included in the course materials to eliminate the need for the instructor to develop an alternate teaching method. If necessary, a course could be slightly modified to meet the needs of the local Council.
2. The instructor needs to request all necessary materials for the course from the college staff and make sure that they will be available.
3. It is recommended that the instructor practice the suggested teaching methods to be knowledgeable of the material and be in the best position to teach the course.
4. While preparing for the course, make a list of any questions to ask at the Instructor Meeting or address directly with the Degree Dean.

Instructor Meeting

The Degree Deans need to hold a meeting of the instructors and assistants to answer any questions concerning the course material they have prepared.

The classroom operating procedures need to be reviewed, as well as individual course materials and classroom needs are determined. The Dean is to verify with the support staff that these needs have been or will be in place prior to opening day.

It is important to hold a meeting immediately prior to the start of the college. This is to share any reminders or handle last minute issues.

Dean's Cabinet meetings

The College Dean prepares the agenda, and all except the instructors are invited to report on the progress in their areas. It is recommended to hold at least two meeting prior to the college.

Marketing and Advertising – PROMOTE – PROMOTE - PROMOTE

Promoting the college is critical to its success. It is essential that an aggressive advertising campaign be conducted. Be upbeat and start early and use various methods often. It is a proven fact that the number of methods and frequency of promotion determines the final attendance. To generate a large group of attendees, there is no such thing as over promoting the event. Review the information in the *Basics Section – Marketing – Promotion and Advertising*

Campaign Material Suggestions

- Save the date flyer – early announcement of the date and location
- Course Catalog – contains everything people need to know about the college – see **Appendix F** for a recommended listing of materials.
- Fliers, posters, tri-fold handouts, brochures, a mini version of the course catalog, including where to obtain additional information, registration process, and the reason for attending
- Online registration – work with the council staff for the design and method

What, when, and where

- Start as soon as the date and location have been decided.
- Set up the registration process prior to a general announcement.
- Council announcement – newsletter, webpage, electronic news
- Information to neighboring councils to share with their commissioner staff
- Letters to heads of sponsoring organizations, and LDS Ward and Stake leadership
- Listed on the BSA Commissioner Training page of upcoming colleges which can be found at: <http://www.scouting.org/scoutsource/Commissioners/training/Colleges.aspx>
- Upbeat presentation at monthly Roundtable and Commissioner meetings
- Use the local media if available in your area

Registration

Throughout the registration process, the registrar needs to keep the College Dean and Degree Deans informed on the number of participants per course for them to properly prepare any course materials.

Once the Deans have developed the course catalog, the required registration forms, student information forms, and online registration links have been added to the Councils homepage, registration can now begin. The size of the facility will determine the optimum number of students per course. If you are using electronic registration, it is a good idea to see if a maximum registration number can be placed on each class. There should also be an option for a manual registration, which needs to be announced ahead of time.

The registration system needs to be in place as soon as possible after the college courses have been announced. It is important to announce an ending date for online registration, with a previously determined late fee, if used. This ending date should be set to give sufficient time for the staff to obtain necessary items, as well as the support staff to prepare the facility.

Final registration acceptance is determined by the needs of the college. It should be about five days prior to the event, but could be earlier if needed to obtain materials and/or arrange for food service. This will give the registrar and the staff time to develop the student class lists, instructor class lists, and student welcome packages.

Depending on the system used, determine how late registration would be accepted: at the council center, online, or at the college check in desk. If accepted at the check-in desk, it is a good idea to have someone designated to process these late registrations. This person needs a listing with the classroom and class information so that quick searches for available classroom space can be made.

If late registration at college check in will be allowed, it is important to announce this service with the late fee information in all of the marketing materials associated with registration so that no one is surprised by the extra charge, if applied.

Final Preparation before start of College

The College Dean needs to check with each member of the Dean's cabinet to see that everything is in place for a successful college.

College Facility Chair

The Facilities Chair needs to discuss policies with the facility coordinator to make sure the college staff and participants follow those policies, such as no food or drink in the classrooms.

The Facilities Chair and staff should have access to the facility several hours prior to the start of check-in. The best situation is to have access to the facility the day or evening before the College.

The facilities staff shall prepare the classrooms according to the plans previously developed by the Dean and the Registrar.

The necessary signage such as classroom identification, restrooms, smoking areas, registration, general session, lunchroom and parking need to be affixed where necessary.

All the classrooms need to be checked for adequate desks and/ or tables with chairs, small table for electronic equipment, easels, electrical outlets and extension cords (if needed).

The general assembly area needs to be checked for audio systems, seating, podium or rostrum, electrical outlets, and extension cords (if needed). Affix the necessary signage.

At the conclusion of the College, the Facilities Chair and staff should return the facility to its original configuration. Actually, the facility needs to look better when you leave than it did upon arrival.

- Collect borrowed electronic equipment, electrical cords, and other classroom teaching aids to return to the owners.
- Remove all signage and determine if there is a possible future use.
- Return the tables and chairs to their original locations. (A before picture may be helpful.)
- Sweep and clean the facility as needed.

Student Welcome Package

These are distributed at the check in table on the opening day of the college. Preparing these ahead of time will ease the check-in process

Some suggested items included in an envelope or pouch:

- Administrative contact information
- Any other information deemed necessary for the student
- College memento
- Map of the facility, highlighting the location of the classrooms
- Meal tickets (if used)
- Participant evaluation form
- Student name tag and individual class schedule

Faculty and Staff packets

These are distributed at the staff meeting after arrival at the facility and prior to open ceremony.

The contents would be the same as the participant packets, with these possible additional items

- Appropriate evaluation form
- Instructor attendance sheets for each of their classes
- Unique memento for staff

Commissioner College Event Operations

A. Conduct the College

The facility is ready, the registrar is ready, the instructors are ready, and the invited speaker and guests are available. Now it is time to open the College. In spite of all the planning and preparation, problems will arise. The College Dean and the staff need to be alert to any problem that may occur and correct it immediately. Now execute your plan and enjoy the day.

B. Staff Availability

The staff needs to be available during the college to handle any questions or issues. The Degree Deans should not be scheduled to teach a course. However, they can be used to fill in for an instructor who is unable to attend.

C. The Opening and Closing Ceremonies: Setting the Tone

As with any Scouting event, opening and closing ceremonies are extremely important parts of the event. They can make the difference between a well-remembered and great event and an event plagued with disaster.

At the opening ceremony, one of Scouting's long-held traditions has been the flag ceremony. This can be conducted by Scouters, Eagle Scouts, a troop that has agreed to provide support, or even a community service organization such as the American Legion or the Veterans of Foreign Wars. Both the opening and closing flag ceremonies need to be done as professionally as possible and in full uniform.

It is your option to have a Keynote Speaker at the opening ceremonies to set the tone, or perhaps during lunch, as you feel appropriate.

At the closing ceremony and as a means to promote attendance at next year's commissioner college, announce the dean for the college, if the decision has been made. See *Basics section – Graduation and Closing Ceremony* for a suggested format.

Evaluating the College

Feedback is an important part of determining the success of the college. These surveys help evaluate the training received as well as the overall college experience. Although this seems to be a common sense issue, it is important to remember that valuable insight can come from the faculty and staff that operated the commissioner college to go with comments from the participants.

As a part of the planning for the college, the college dean and faculty should identify not more than 25 questions they wish to ask on up to three unique surveys prepared for the participants, faculty, and staff. .

Compiling the answers to these evaluations will help determine what went well, and what can be improved for the next college.

Evaluation Survey Forms

A. Keep the Design simple

When designing the surveys, remember that people will be more honest in their experiences if you protect their anonymity. Those who want to provide honest feedback may fear their identity will be made known and not leave important criticisms.

People may not find the time to fill out a complicated survey, and many do not care for a rating scale, unless you feel it is vitally important to the evaluation.

People may be more likely to complete a survey using these suggestions

- A simple yes or no might be just what is needed, with a space for additional comments.
- Add an optional space for name, phone number, and email address (required if they want to be contacted)
- Concise questions, with perhaps a check off or circle answer.
- Include a question to see if the person wants to be added to a contact list to attend or help with a future college.
- Include a question wants to be contacted for additional comments.
- Sometimes an open question is better than a check off.

B. Evaluation Survey Distribution and Content

You may decide to use all three types of survey or use the same survey for everyone. It is our recommendation to use a unique one for each group. However, the participant survey could additionally be given to the faculty and staff, or all three could be given to faculty and staff.

1. Participant Survey

This should be included with the participant packet. The questions can cover many topics from publicity to the instruction received. Have an optional area for name and phone number or email if they would like to be contacted for additional comments.

2. Faculty Survey

This should be included in a faculty packet distributed at the instructor meeting before the College opens. This should include an evaluation of the course materials, and would need to include the course title, and name of instructor with contact information.

3. Staff Survey

This should be distributed at the final staff meeting prior to the start of college. It could be a simple survey with only a few open questions: What went right, what went wrong, what could be improved for our next college. However, this would need to contain space for name and contact information, with the area of responsibility.

C. Survey Collection

At the opening ceremony, lunch, and closing ceremony – remind everyone that their response to the survey is important to continuous improvement of the college, and where the collection will take place.

Having a centralized collection point, such as a box in the large group meeting room can provide a means to collect the surveys and protect anonymity. Some colleges will give a very small token of appreciation for turning in the survey.

Surveys for all groups could be collected in the same box, and sorted appropriately to be compiled after the college.

Evaluation during the College

Commissioner College is designed to be the premiere council-level commissioner training event of the year. It is the desire of the council's commissioner staff and professional corps that the event embody the very best training quality the council can provide. A report from the following staff members will be useful when making the closing report for the college.

A. Administrative and Support Staff

These people need to be available to make sure that everything is running smoothly. This may include helping students locate their classes, or answer policy questions. Any issues brought to their attention need to be handled quickly and satisfactorily. Make a record of these issues.

B. College deans and their Faculty

It is the responsibility of the college faculty, deans and the assistant deans, to assure that the instructors are providing the best training experience possible in the quality of instruction, distributed materials, and information shared. Deans and assistant deans should be utilized to observe courses with both new and experienced instructors.

The degree deans should observe classes throughout the day, to see if any assistance is needed. Special focus needs to be placed on new instructors to ensure they are providing the highest quality training possible in their assigned subject area.

Course observers should take note of the environment of the course (temperature, light, size, and layout), the quality of instruction (instructor seems knowledgeable about their course), course participation (all lecture versus discussion), and quality of materials (audio-visual materials, handouts, etc.).

Reviews after the College

Now that the college is over there are still some items that the faculty, staff, and professional corps need to complete together.

College Dean to Review Collected Evaluation Forms

The college dean should read over all evaluation forms and highlight both common complaints and common complements. All evaluation forms should also be reviewed by other staff members for items in their area. The College Dean may appoint someone to summarize all of the evaluation forms to include in the final report.

Share the complements that highlight the events most enjoyed, outstanding instructors, and any additional positive information indicated on the surveys. This will encourage the staff and may encourage them to volunteer their efforts for a future college.

If a number of complaints focus on an individual, do not discuss with the entire staff; make arrangements to meet with the individual(s) as needed.

Staff meeting to discuss success

It is important for members of the Dean's Cabinet discuss the success of the event. Topics may arise that were not written on any of the evaluations. It is important to document anything that will help in planning the next Commissioner College.

The agenda for the meeting should review and evaluation the following issues:

- Custom courses.
- Facilities used for the event.
- Final budget for the recent event.
- Food service for the event.
- Key faculty and instructors.
- Marketing methods used.

This meeting may also be a time to discuss plans for the next college, depending on the timeline

- Schedule/timeline of key actions needed

Final Reports at the Conclusion of the College

This is sometimes referenced as an After-Action report. The report is a comprehensive written evaluation of what happened during your college, and is a valuable tool for a future college.

The College Dean is responsible for seeing that this is prepared following the conclusion of the college. The registrar will be able to assist with some of this information.

Suggested contents

- Analysis of evaluation sheets from attendees and staff
- Comprehensive list of lessons learned to aid in improving a future college
- Listing of staff and instructors
- Number of degrees awarded per degree program
- Total number of attendees

Suggested report to Council Registrars

This is sent to council registrars and council commissioners to list the degrees that were awarded at this college. Including the person's BSA Membership ID# will provide the council registrar the necessary information to update that person's training record. This is especially important for participants attending from other councils.

College of Commissioner Science

Index of Appendices – 2015

- A. Key Staff Job Descriptions, Responsibilities, and Selection Criteria (A1-A8), and College Staff Organizational Chart
- B. Sample Work Schedule (B1-B3)
- C. Electronic College Information
- D. Facility Selection Criteria
- E. Course and Training Outlines
- F. Recommended listing of College Catalog Contents

Separate Microsoft Excel Files

These are located in the General Folder on the College of Commissioner Science page

- Backdater Planning Calendar
- Sample Budget Spreadsheet
- Sample College Schedule

APPENDIX A-1

Job Descriptions and Responsibilities for all Staff positions: Administration, Instructional, and Support

Depending on the size of your council and available people to meet the criteria, some of these responsibilities may be reassigned.

Criteria for every staff person

- Should be a current registered commissioner, unless special skills are required
- Organized, and able to meet timelines
- Good people skills, able to lead and work with a group

A. College Dean

Job Description and responsibilities

1. Overall responsible for planning, organizing, coordinating and managing the establishment and execution of the college
2. Responsible for the college program and all of the business and affairs of the college
3. Prepares the project timeline, and the work schedule
4. Conducts the meetings of the Dean's Cabinet
5. Acts as the chief administrator of the College
6. Selects commissioners as members of his/her staff
7. Selects deans for each of the degree programs

Selection Criteria

1. Has been selected by the Council Commissioner and endorsed by the Council Professional Advisor
2. Has earned at least a Master Degree from a College of Commissioner Science.

APPENDIX A-2

Job Descriptions and Responsibilities for all Staff positions: Administration, Instructional, and Support

B. Degree Dean - Bachelor, Master, Doctor, and Continuing Education

Job Description and responsibilities

1. Is a member of the Dean's Cabinet
2. Selects the curriculum for their degree program, with the approval of the College Dean.
3. Responsible for recruiting and selecting Course Instructors
4. Select classroom assistants as necessary to support the Instructors.
5. Administer evaluation and review of Instructors in their Degree Area
6. Issues diplomas to those completing degree requirements
7. Assists in the preparation of the final College report.

Selection Criteria

1. Must be a registered commissioner
2. Has received the Commissioners Key
3. Has been selected by the College Dean and endorsed by the Council Commissioner
4. Has earned at least a Master Degree from a College of Commissioner Science.
5. For the Doctor Dean, it is recommended that he or she has earned a Doctor Degree.

APPENDIX A-3

Job Descriptions and Responsibilities for all Staff positions: Administration, Instructional, and Support

C. College Registrar

Job Description and responsibilities

1. Manages the registration process for the College.
2. Works with the Degree Deans and Promotion Chairman to create an effective and comprehensive registration form.
3. Creates a system to track registration, and permanent records of participant's classes completed, and degrees awarded.
4. Works with the professional advisor to see that registration forms are available at the Scouting Service Center.
5. Works with the Council technical staff to have the College Catalog and registration forms available online and to activate the online registration process in a timely manner.
6. Provide registration progress reports weekly to College Dean and others upon request.
7. Works with the Degree Deans and Facility chairman to produce the final schedule that shows the times and locations of all the classes.
8. Upon request, provides a registration report to Council Commissioners whose staff has been invited to this college (if conducting a multiple council college).
9. Provides the Program Deans and the Facilities Chairman with number of students registered per course.
10. Insures that all the degree prerequisites have been met.
11. Recruits a registration team to help with
 - a. Preparation of presenter and participants packets
 - b. Check-in and walk-in registration for presenters and participants
 - c. Distribution of any additional materials to the staff and participants
 - d. Collect the evaluation forms at the end of the day
12. Prepares all diplomas and certificates of participation
13. Prepares information for the College's final report

Selection Criteria

1. Understands the importance of safeguarding student records
2. Prior background working with databases or file management systems is desired

APPENDIX A-4

Job Descriptions and Responsibilities for all Staff positions: Administration, Instructional, and Support

D. Promotions / Publicity Chairman

Job Description and responsibilities

1. Work with the key staff, staff advisor, and the Council Office personnel in managing and promoting the College.
2. Select a promotions and publicity staff
3. Develop and implement a creative, effective promotional campaign and plan to encourage strong attendance for each district within the multiple councils.
4. Create static promotional display(s) for the Council Service Center and insure that this display is present at all applicable commissioner events; including the monthly commissioner meetings at both the council and district levels.
5. Prepare and submit publicity copy for:
 - a. Council newsletter and/or print medium
 - b. A flyer to be distributed to all commissioners as well as have copies at the Scout Service Center.
 - c. A mailing to go out to all the LDS Presidents in each Council

Selection Criteria

1. Should have some promotion or publicity experience
2. Possesses good writing skills
3. Possesses a high degree of creativity.

APPENDIX A-5

Job Descriptions and Responsibilities for all Staff positions: Administration, Instructional, and Support

E. Facilities Chairman

Job Description and responsibilities

- A. Work with the College Dean, Council Advisor and Council Office Staff personnel to locate the College venue, including the designation of rooms and spaces, the registration area, the general assembly area, and the dining space.
- B. Work closely with the Registrar, Program Deans and Ceremonies chairmen to meet their facility needs.
- C. Work with the Food Service Chairman to locate and set up spaces for a continental breakfast, snacks and the lunchroom.
- D. Arrange for an Emergency First Aid staff member (EMT, Nurse, and Doctor).
- E. Arrange for the electronic equipment needed to support Program operations.
- F. Arrange for all non-electronic equipment and services needed to support Program operations.
- G. Arrange for tables and chairs, display boards and rostrums as needed.
- H. Needs to recruit an Equipment Manager and an IT Technical Manager
- I. Recruit staff members to:
 - a. Set up the facility on the night before the College is held.
 - b. Set up the rooms with the necessary electronics to support the webcasts,
 - c. Prepare and put the necessary signage
 - d. Develop facility maps for the registrar and Program Deans
 - e. Provide facility and technical support throughout the day
 - f. Provide a clean-up crew following the event.

Selection Criteria

- 1. Has resources to obtain the necessary materials and electronics
- 2. Has contacts to help locate appropriate facilities
- 3. Is physically fit to move large quantities of furniture and equipment.
- 4. Has or has access to a work vehicle to transport materials, furniture and equipment.

APPENDIX A-6

Job Descriptions and Responsibilities for all Staff positions: Administration, Instructional, and Support

F. Food Service Chairman

Job Description and responsibilities

1. Works with the Registrar to determine the number students and amount of food needed
2. Works with the Facilities Chairman to arrange for rooms and space necessary to provide a food service
3. Coordinates with a catering service, if it is necessary to hire one.
4. Plans and provides for a continental breakfast, coffee, lunch and snacks for the College participants.
5. Provides budgetary estimates on the cost of the food service to the College Dean.
6. Works with the Facility Chairman to set up the service areas.
7. Insures that the lunch procedures are carefully planned and communicated to all participants so that all participants can be served in a timely and efficient manner.
8. Provides listings of the menu in the food service areas.
9. Makes sure that special dietary needs are met (Vegetarian, Diabetes, Low fat, Low salt, etc.)
10. Arrange for adequate staff to prepare and serve the meals as well as clean up at the conclusion of the service.

Selection Criteria

1. Has food service experience for large crowds
2. Can identify sources for perishable and non-perishable supplies.
3. Has access to a vehicle to transport materials and food supplies.
4. Is aware of and follows all state and local food service sanitation laws.
5. Can plan for all types of dietary needs.

APPENDIX A-7

Job Descriptions and Responsibilities for all Staff positions: Administration, Instructional, and Support

G. Ceremonies and Recognition Chairman

Job Description and responsibilities

1. Work with the Council Commissioner to ensure that Distinguished Commissioner recognitions are being processed in a timely manner, if a presentation of these awards is being planned as part of the closing ceremony.
2. Plan and conduct the opening and closing ceremonies.
3. Acts as the Master-of-Ceremonies or Host for both the opening and closing.
4. Arrange for guest speakers as well as for other speakers for both the opening and closing ceremonies.
5. Arrange for noon time speakers if part of the program.
6. Arrange the placement of static displays for both the opening and closing ceremonies
7. Arrange for a Scout unit to perform the opening and closing flag ceremonies.
8. Arrange for an opening invocation.
9. Work with the key staff to identify recognition items and /or patches to encourage the participants.
10. Procure the necessary recognition items and patches.
11. Arrange for special guest and speaker recognitions
12. Arrange with the Scout Service Center to have a Trading Post Operation at the facility.
13. Work with the Registrars staff to stuff participant's packages
14. Assist the Program Deans with the preparation and distribution of the college awards and degrees.
15. Coordinates recognitions and patches with the other member Councils
16. Arranges for photographic services.
17. Recruit a staff to support the requirements of this job.

Selection Criteria

1. Is very creative in developing and conducting ceremonies.
2. Has good presentation and speaking skills

APPENDIX A-8

Job Descriptions and Responsibilities for all Staff positions: Administration, Instructional, and Support

H. Instructors

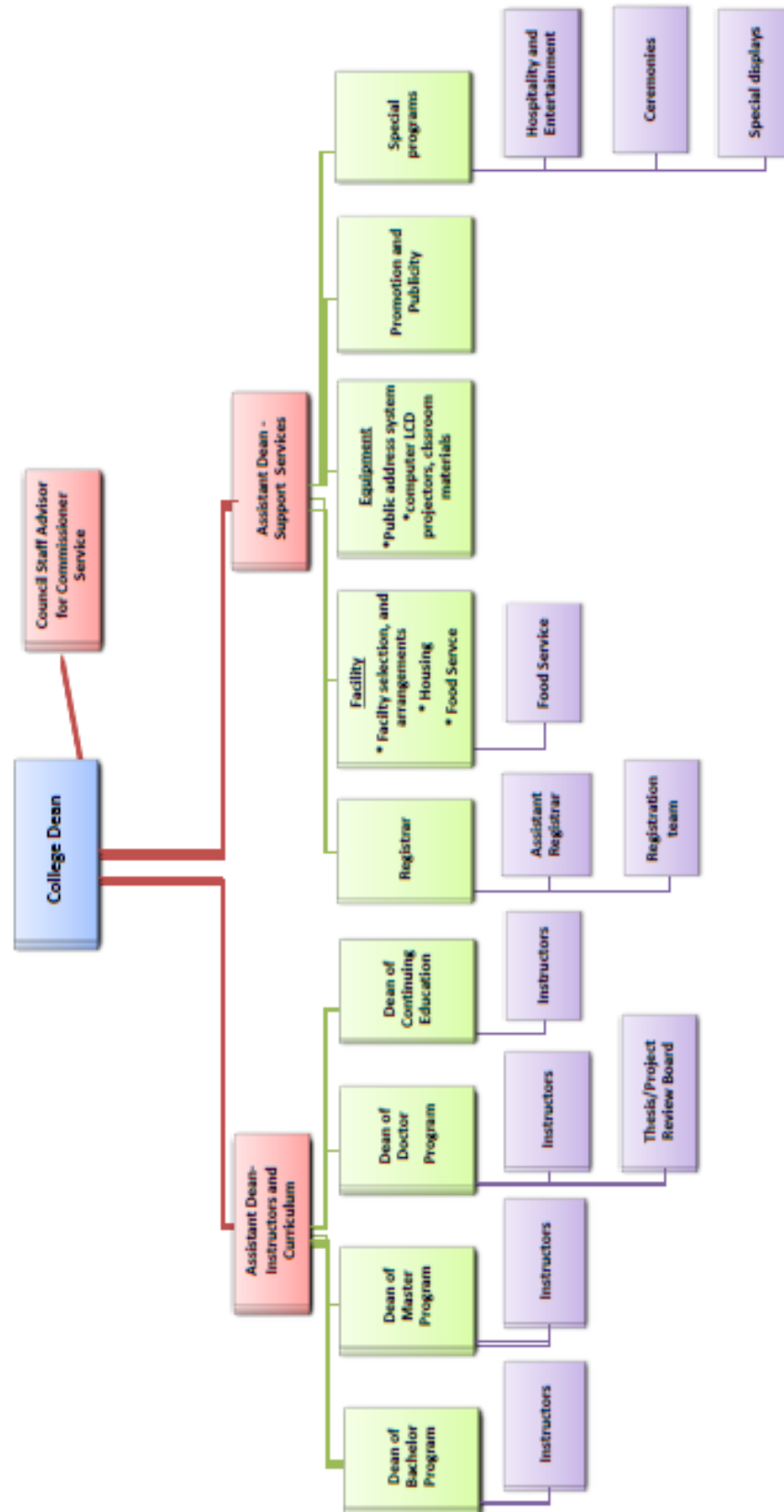
Job Description and responsibilities

1. Works with the deans of the respective degree programs
2. Download national training material from the College of Commissioner Science page on the National BSA website.
3. Review the national training materials, and practice the teaching methods
4. Identify if additional materials are needed
5. Inform the dean of any copies of materials needed for distribution
6. Identify electronic needs for the classroom
7. Determine how to arrange the classroom for most effective instruction
8. Work with the facility chairman for electrical needs and classroom supplies
9. Participate in instructor meetings and training sessions as scheduled by the Dean(s)

Selection Criteria

1. Has good teaching and communication skills to make the instruction the best possible for the participants.
2. An individual with the knowledge of the topic, and the course content. This could be a Commissioner, professional or an individual from the community that has a grasp on the subject matter.
3. Easily accepts teaching responsibility and understands expectations

College Staff Organizational Chart
A possible organization for all of the college staff: Administrative, Instructional, And Support



APPENDIX B-1

Sample Work Schedule

This work schedule is a sample of the types of jobs that need to be accomplished and in what time frame relative to the start of the College. The completed and detailed schedule can be up to 20 pages long. Once the staff has been assembled, each of the department chairs will need to develop a detailed work schedule that fits their job description. This can be incorporated in Backdater format so you have one work schedule. **NOTE:** You will find a backdater on Microsoft Excel in the General Folder on the College of Commissioner Science page on the National BSA website.

Months to College	Work Effort
11	<ul style="list-style-type: none"> • Council Commissioner appoints the College Dean • Council Commissioner, College Dean and Council Staff Advisor Work to establish the date for the College
10	<ul style="list-style-type: none"> • The date of the College is established and announced by the Council Commissioner to all the Council members and the Commissioners • Council Commissioner and College Dean recruit the College Staff
9	<ul style="list-style-type: none"> • College Dean holds first meeting with the staff to brainstorm objectives, format, program highlights, refine the schedule, identify possible locations, make assignments and plan for the selection of instructors. • Council Commissioner and College Dean discuss planning factors with the other staff members
8	<ul style="list-style-type: none"> • College Deans and Associate College Deans along with their respective Registrars • Start preparation of the College Catalog.
7	<ul style="list-style-type: none"> • The Deans Cabinets meets to finalize the College Catalog the program schedule, facility, discuss keynote and other speakers, discuss promotion plans and finalize the IT and electronic communications
6	<ul style="list-style-type: none"> • Promotion Chairman brief the Deans Cabinet on the promotion and advertising plans • Deans Cabinet finalizes the Budget this includes the collective budget plus each of the member Councils budget • Program Deans recruit qualified instructors for the courses identified in the College Catalog
5	<ul style="list-style-type: none"> • Program Deans finalize the instructor list • Facility Chairman conduct walk-through of their selected facility to identify room and supply needs including electronic needs • Ceremony Chairman in association with the Staff Advisor and the Council Commissioner recruit keynote and guest speakers • Promotions Chairman distribute the College Catalog, registration forms (walk-in at service centers and online), and other promotional materials

APPENDIX B-2

Work Schedule

Months to College	Work Effort
4	<ul style="list-style-type: none">• Program Deans hold their first of several instructor meetings• Food Service Chairman develops a meal plan and submits to the Deans cabinet.• Promotions Chairman conducts a promotional and advertising blitz.• Ceremony Chairman develops the plan for awards, patches, speaker gifts and staff gifts. Present the plan at the next Deans Cabinet meeting.
3	<ul style="list-style-type: none">• Facility Chairman completes the facility plans and present the plan at the next Deans Cabinet meeting.
2	<ul style="list-style-type: none">• Facility Chairman conducts a survey for physical arrangement (tables, chairs, stage, PA systems, white boards, etc. Also arrange for AV services and equipment.• Ceremony Chairman orders special awards, patches, gifts, and participant's packets.
1	<ul style="list-style-type: none">• Promotions Chairman conducts the final promotional and advertising blitz.• Deans Cabinet review final details with Facility Personnel, Ceremony Personnel, Registrar Personnel and Program Deans

APPENDIX B-3

Work Schedule

Days to Start of College	Work Effort
30	<ul style="list-style-type: none"> • Program Deans and Registrars complete room assignments. • Facility Chairmen prepare site maps and provide to Registrars
14	<ul style="list-style-type: none"> • Ceremony Chairman develops the opening and closing ceremonies. Coordinate with Program Deans
10	<ul style="list-style-type: none"> • Final Dean's Cabinet meeting to review all the details and go over the final checklist.
7	<ul style="list-style-type: none"> • Ceremony Chairman completes the scripts for the opening and closing ceremonies and publishes the sequence for the student packets
5	<ul style="list-style-type: none"> • Registrars confirm attendance numbers with the Food Service Chairmen and prepare student packets
1	<ul style="list-style-type: none"> • Facility Chairmen and their staffs prepare the facilities, put up the signage and checkout all the electronic equipment. Set up tables and chairs and serving area for food service. Set up exhibits, if any • Ceremony team work with Facility personnel to set up opening area.

College starts	Work Effort
0	<ul style="list-style-type: none"> • Facilities Personnel arrive early to open up and make sure that all building services are up and working • Registrars and staff set-up the registration area. • Registrar has packets and extra packets available for walk-ins. • Ceremonies Chairmen prepare to receive guest and keynote speakers • College Dean and Program Deans conduct the College • Registrars collect the evaluation sheets from the instructors

Days After College	Work Effort
+3	<ul style="list-style-type: none"> • College Dean prepares thank you letters
+7	<ul style="list-style-type: none"> • Pay all the Bills
+10	<ul style="list-style-type: none"> • Program Deans, Registrars, Facility, Ceremony, Food Service, Promotions provide summary reports to the College Dean
+14	<ul style="list-style-type: none"> • College Dean submits the final report to Council Commissioner
+30	<ul style="list-style-type: none"> • Start planning for the next College

APPENDIX C

Electronic College Information

GoToMeeting, Webex, AnyMeeting or GoMeetNow are internet based system webinar services. These are web based services accessible via a computer browser that has access to the internet. The central hub (perhaps your council location) can support multiple simultaneous users per connection.

However, the source of the class does not have to be in one Council for all training. It is a simple task to make anyone in the room a presenter. For example, if the qualified instructor for a particular class resides in a council in another state could then become the presenter for that class.

Some services support audio as well as video. If audio is not supported then a conference call is scheduled for the audio portion.

As the service is established, meetings are schedule and meeting keys are sent to the participants. After entering a URL for the service a login and key are required to join the session. These keys need to be distributed before the courses are taught.

More information can be obtained by searching for “webinar services” in your browser.

A review of commercial services is available at:

<http://webinar-services-review.toptenreviews.com/?cmpid=ttr-bnd>

Equipment / Software Requirements

The basic equipment need is a laptop computer (either PC or MAC), a high speed internet connection, a cable modem, a computer projector, a set of external speakers and microphone (if audio is supported) and a screen to display the information.

Browser software needs to be installed and the client software downloaded from the webinar service. In addition a speaker phone and conference line is needed if audio is not supported by the service.

The Cost

Cost can vary by year or by service provider. Costs range from free to monthly fees of \$49.00. With this approach you might want to conduct all Bachelor courses on one Saturday and then Master courses the next Saturday and Doctorate Courses the following Saturday. Each participating remote location can help cover the cost.

APPENDIX D

Facility Selection Criteria

This criterion is a guideline to help you plan your College. For example, if you want to hold your College in the middle of a park or a forest and the other criteria can be met, then plan accordingly. Adjust the list for other differences such as food service.

Location

- Near a major interstate, beltway or major highway
- Safe area, well lit and protected
- Easy for everyone to find

Type of facility

- Single story if possible
- Council Headquarters
- High School, Junior College or College
- Vacant office building
- Scout Camp
- Business facility with meeting rooms

Accommodations

- Entrance is large enough to handle registration area requirements
- Large general meeting area to hold all the attendees and can double as a lunchroom or large lecture room
- Have a sufficient number of classrooms to meet the course schedule, with each classroom having the capacity of up to 25 students.
- One medium sized room for staff and administration activities
- Restroom facilities, with handicap access
- Sufficient parking to accommodate the expected participation
- Meets the *Americans with Disabilities Act* (ADA) accommodations for parking and building
- Kitchen area with refrigerator, freezer, microwave and work counters (depending on food service planned)

Electronics

- Facility has internet access
- Computer projection equipment if needed by instructors
- Sound system with volume controls for large meeting area

Classrooms and meeting areas

- Classroom seating for 25 students, either student desk chairs or tables and chairs
- Table(s) for instructor laptop computer, computer projector, and projection screen
- Easel with drawing pad, markers, projection screen, or electronic “white” board
- The large meeting area needs to accommodate all participants, staff, and guests
- Speakers platform or podium in large area, with chairs for speakers

APPENDIX E

Course and Training Outlines

The College of Commissioner Science outlines have a dual role in supporting training sessions as well as the College.

Some of the ways in which the outlines can be used are:

1. District Commissioners and District Executives can use parts of the outlines for training topics at monthly district staff meetings.
2. The Council Commissioner can use the outlines for training topics at his monthly meeting.
3. The outlines can be used by session leaders in a Council Commissioners Conference
4. District Commissioners and Assistant District Commissioners can use parts or whole outlines for coaching Unit Commissioners.

The outlines are arranged numerically by College of Commissioner Science degree.

- BCS are courses designated for the Bachelor Level Courses
- MCS are courses designated for the Master Level Courses
- DCS are courses designated for the Doctorate Level Courses
- CED are courses designated for the Continuing Education Courses

APPENDIX F

Recommended listing of College Catalog Contents

The Degree Deans with the approval of the College Dean determines the content.

The College Dean assigns the creation of the catalog to one of the staff. It is important that the majority of the catalog be in a matching font style and size.

- A. Cover page – pertinent information about the college
 - 1. date, start time and end time
 - 2. location (with address)
 - 3. participating councils in staff positions
 - 4. where up to date information is available – website link
- B. Message from the College Dean
- C. List of College Staff in key positions: College Dean, Dean of Curriculum, Dean of the different degree programs, and Registrar
- D. Registration information
 - 1. Tuition and deadline date
 - 2. Information about online registration, if used
 - 3. Methods of acceptable payment
- E. What to bring to college:
 - 1. Recommended Uniform
 - 2. Health Form if you have a health condition
- F. What you will be receiving: name tag, class schedule, gift
- G. How to earn a degree at this college
 - 1. Prerequisites, and if proof is needed
 - 2. Degree requirements
- H. Activity and Class Schedule
 - 1. Times and locations of joint activities
 - 2. Times and locations for classes, along with Course # and title
 - 3. Any course or instructor statements
- I. Chart of all program courses offered, with course#, Title, Description/objective, and a short listing of what the participant can expect to learn. **See Appendix I.**
- J. Additional information
 - 1. Overnight lodging availability
 - 2. Trading post
 - 3. Directions to college facility (map, and driving instructions)
 - 4. Chart to list Commissioner Training History, and Awards
 - 5. Online Registration Information Form, or manual registration form