

2024 Southeast Louisiana Area Council
College of Commissioner Science
Course Brochure



Docville Farm
5128 E. St. Bernard Hwy.
Violet, LA 70092
February 17, 2024

Greetings And Welcome!

We want to welcome you to the Winter 2024 Southeast Louisiana Council's College of Commissioner Science Course Weekend, and to provide you with important information through this College Course Brochure.

The College of Commissioner Science is an advanced training opportunity for all BSA Commissioners, Council and Unit Leaders in all Area/Regional Councils. It is focused on the Curriculum Pathway to the **Bachelor's Degree**, the **Master's Degree**, and the **Doctorate Degree** in Commissioner Science.

This brochure contains the Course registration link, College Staff, Degree pre-requisites, Course Descriptions, our Preliminary Schedule Overview, Directions to the Docville Farm, and Available Lodging information.

This Year's College Highlights

- A specific Dean has been assigned to each Degree Program for a more focused emphasis on the level of training of each course.
- Each degree follows the current Commissioner of Science course requirements with emphasis on achieving the Doctorate of Commissioner Science Degree.
- We have added 8 Doctoral courses to the program, including four courses focused on the development of the Doctoral Thesis/Project and a new course "Recruiting for Diversity".
- The faculty of the Doctoral Candidacy Program are all Doctorates of Commissioner Science.
- Following the Program on Saturday (17th), a closing Graduation is planned for all participants.
- Registration for all participants and staff can be made on-line through a provided link to our SELA Council Website, and a separate lodging link will be provided for those who need local lodging Friday and/or Saturday night. All Registration should be submitted by January 31, 2024, to avoid paying a late fee.

We are very excited about your participation at our Winter College of Commissioner Science program on February 17, 2024.

Cordially,

Charles H. Lazarre

**Dr. Charles (Chuck) Lazarre, Doctor of Commissioner Science
College Dean, 2024 College of Commissioner Science
Southeast Louisiana Council, BSA**

ADMINISTRATIVE INFORMATION

SCHEDULE OVERVIEW:

Saturday, February 17, 2024

- 7:00 a.m. College Registration and Continental Breakfast
- 8:00 a.m. Degree Courses Begin
- 12:00 p.m. Box Lunch and Guest Speaker (TBA)
- 5:00 p.m. Degree Courses End
- 5:15 p.m. Graduation and Wrap Up

REGISTRATION: Registration starts November 25, 2023

Use the following link to access the SELA Council One Registration Website:

Online Registration: www.bsa-selacouncil.org/ccs

THE COMMISSIONER CONFERENCE FEE INCLUDES:

1. A Certificate and College Transcript,
2. A personal progress form for documenting class attendance toward your individual Commissioner Science Degrees and the Doctorate of Commissioner Science Award,
3. All Saturday Meals and Refreshments

REGISTRATION FEE SCHEDULE:

Faculty and Staff (Not Enrolled in a Degree Program)	\$35.00
Early Bird Degree Program Registration (Before January 15, 2024)	\$40.00
Regular Degree Program Registration (By January 31, 2024)	\$45.00
*Day of Event (Walk-in Registration)	\$50.00

- ❖ Walk-in reservations are discouraged and we ask that you pre-register so that we will have adequate food and materials for everyone at the College.

ATTIRE:

This is a uniformed event and complete field uniforms (formerly "Class A") are required.

COURSE HANDOUTS:

Participants are responsible for printing and bringing a hard copy of all current course handouts or manuals. These materials can be downloaded from:

<https://www.scouting.org/commissioners/training/college-of-commissioner-science/>

COLLEGE STAFF:

College Chancellor & Dean, Charles (Chuck) Lazarre, D.C.S.

Logistics-Supply, Robert (Wayne) Tracy, M.C.S.

Council Commissioner/Marketing/Audio-Visual, Mark Young, M.C.S.

Dean of the Bachelor Program, Troy Carter

Dean of the Master Program, Adrienne Salvaggio

Dean of the Doctorate Candidacy Program, Ken Klemm, D.C.S.

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agesalvaggio@gmail.com

kklemm@bakerdonelson.com

COLLEGE OF COMMISSIONER SCIENCE COURSE SELECTION.

Period	Time	Course #	Bachelor's	Course #	Master's	Course #	Doctoral
Opening	7:30-8:00						
1	8:00-8:50	BCS 101	Core Concepts of Commissioner Service	MCS 312	Recruiting a High Performance Team	DCS 506	Coaching Commissioners
2	9:00-9:50	BCS 104	Contacting Units	MCS 313	Onboarding New Commissioners	DCS 512	Recruiting for Diversity
Break	9:50-10:10						
3	10:10-11:00	BCS 105	Resolving Common Unit Issues	MCS 309	Good Commissioners Need a Head and a Heart	DCS 501	Selecting your Project/Thesis Topic
4	11:10-12:00	BCS 106	Coaching Leaders	MCS 316	Developing the Unit Service Plan	DCS 503	Developing your Project Thesis
Lunch	12:00-1:00						
5	1:00-1:50	BCS 109	The Essential Element (A Servant's Heart)	MCS 314	The Commissioner and the Professional		
6	2:00-2:50	BCS 114	Understanding and Communicating with Today's Leaders	MCS 305	Resolving Critical Unit Issues	DCS 507	Becoming a Project/Thesis Advisor
Break	2:50-3:10						
7	3:10-4:00	BCS 116	Collaborative Assessments and the Unit Service Plan	MCS 306	Mentoring Skills for Commissioners	DCS 514	Building Meaningful Relationships
8	4:10-5:00	BCS 117	Commissioner and the Unit Key 3	MCS 358	Addressing Unit Challenges Through Roundtables	DCS 516	The Unit Service Plan and the District
Closing	5:00-5:45						

Each participant may register for a total of eight (8) courses from the thirty (24) courses offered. Those participants seeking to complete a particular Degree at the College should take courses only designed for that Track.

Select Course/Degree Pathway

- Bachelor's Degree Track (8 courses will be offered)
- Master's Degree Track (Up to 8 courses will be offered) (Degree Candidates must have earned the Arrowhead Honor and the Bachelor's Degree. Documentation required).
- Doctoral Degree Track (7 Courses will be offered) (Degree Candidates must have earned the Commissioner's Key and the Master's Degree. Documentation required.)

DOCTORAL DEGREE CANDIDATES:

The BSA offers a Doctorate of Commissioner Science Award. To assist participants in tracking their progress in attaining this award, a progress record form will be available to all participants that need one.

For the purpose of this College, the Doctorate Degree and the Doctorate of Commissioner Science award are one of the same. The award has additional requirements that must be met in addition to the course work. These additional requirements must be met before the Doctorate Degree can be awarded and only at a College of Commissioner Science.

If you will be completing your Doctorate of Commissioner Science degree at this year's College, please, remember that your "Doctoral Advisor" should have been chosen from the SELA Council's list of three (3) Doctoral Recipients below, and the final doctoral project or thesis writeup must be received by the Thesis Project Review Committee by January 15, 2024.

Doctoral Thesis/Project Committee

- | | | |
|------------------------|--|--------------|
| 1. Dr. Charles Lazarre | lazarremedical@gmail.com | 504-210-6969 |
| 2. Dr. Ken Klemm | kklemm@bakerdonelson.com | 504-453-1288 |

Please submit it to:

Charles (Chuck) Lazarre, D.C.S., Chairman of the Thesis Project Review Committee
lazarremedical@gmail.com

College of Commissioner Science Degree Requirements:

In order to earn each degree, the following must be completed:

Bachelor's Degree:

- * Prerequisite: Must be currently registered as a Commissioner
- * Must complete Commissioner Basic Training
- * Must complete 7 courses of which 5 must be Bachelor's level courses
- * Performance: Must have approval of District Commissioner/Council Commissioner

Master's Degree:

- * Prerequisite: Must be currently registered as a Commissioner
- * Must earn the Arrowhead Honor
- * Must earn their Bachelor's Degree
- * Must complete 7 courses at the Master's level (total of 14 courses completed)
- * Performance: Must have approval of District Commissioner/Council Commissioner

Doctorate Degree:

- * Prerequisite: Must be currently registered as a Commissioner
- * Must earn the Master's Degree
- * Must earn the Commissioner's Key
- * Must complete 10 additional courses, 5 of which are at the Doctoral level
- * Must serve on a College of Commissioner Staff
- * Must complete an approved Doctoral Thesis or Project
- * Performance: Must have approval of District and/or Council Commissioner and the Dean of the College

COLLEGE OF COMMISSIONER SCIENCE CURRICULUM:

Bachelor Degree Level Courses (BCS)

BCS101- Core Concepts of Commissioner Service – The position of commissioner is one of the oldest in Scouting. This course reviews and reinforces the core concepts of unit service and identifies the key skills needed for commissioners to be able to assess the units they serve. By the end of this session, each participant should...

- **Describe** the commissioner's core concepts.
- **Define** and identify the role and types of commissioners.
- **State** the key skills needed to be a good commissioner
- **Apply** this new knowledge and understanding for exceptional unit service

BCS104 – Contacting Units - This course examines the role of contacts between commissioners and their units. At the heart of unit service are the contacts commissioners make with their units. By the end of this session, each participant should...

- Describe how the concept of unit service is demonstrated in frequent unit contacts
- Identify ways to demonstrate good unit service as we serve as a coach/mentor and representative of the BSA
- Explain the importance of using Commissioner Tools to record and manage unit contacts

BCS105- Resolving Common Unit Problems- This course will build the commissioner's knowledge of the early warning signs of a unit in danger of failing as well as group discussions about how to support problem-solving of some common issues.

At the end of this training a commissioner will be able to:

- **Identify** unit strengths and needs
- **Understand** early warning signals of unit issues
- **Identify focus** areas for observing specific unit needs during regular contacts

BCS106- Coaching Leaders- In this course a commissioner will become familiar with the new Coaching model and how to use it to better serve their units. By the end of this session, each participant will be able to...

- **Recognize** the importance of coaching
- **Employ** coaching methods to address different situations
- Evaluate options for resolution

BCS109- Essential Element-A Servant's Heart- In 1970, Robert Greenleaf introduced the term "servant leadership." He wrote an essay titled "The Servant as Leader" that was later expanded into a book. That book is a very influential management text that launched the servant leadership movement. By the end of this session, each participant should...

- Define the characteristics of servant leadership
- Understand a servant's heart
- Apply this concept in unit service

BCS114 – Understanding and Communicating with Today's Leaders In this session we are going to Focus on how the new generations are affecting BSA and how BSA can target the Gen-Xers and Millennials.

- Identify the characteristics of generations within scouting's leadership.
- Understand the difference in relating to generations involved in scouting.
- Embrace the difference and similarities to make the scouting program stronger.

BCS116 – Collaborative Assessments - This course examines and discusses the need for collaboration in assessing unit's strengths and needs to build a Unit Service Plan with the unit leaders and record progress in Commissioner Tools in working toward their goals. At the end of this training a commissioner will be able to:

- **Understand** the importance of the Collaborative Assessment
- **Develop** and **utilize** a Unit Service
- **Assess** and **record** results of the Unit Service Plan in Commissioner Tools

BCS117 – Commissioner and the Unit Key 3 - This course examines the roles of the Unit's Key 3 and how a commissioner works with and coaches each. This is a participant discussion format course. By the end of this session, each participant should...

- **Identify** the roles of the Unit's Key 3.
- **Understand** the need to create a working bond between the Unit's Key 3 and the unit commissioner.

Master Degree Level Courses (MCS)

MCS305 – Resolving Critical Issues-In this course you will practice and discuss making a detailed assessment and unit service plan for units with different issues. This course is scenario and discussion driven.

- Discuss the role of Commissioner Tools in working through critical unit issues,
- Provide practical experience in solving various issues through role play and discussion of scenarios of units with critical issues and
- Demonstrate how to prepare a detailed assessment and unit service plan.

MCS306 - Mentoring Skills - The course will discuss the new mentoring model, differences between coaching and mentoring and how it applies to commissioner service.

At the end of this training a commissioner will be able to:

- Recognize the role of a mentor
- Understand mentoring methods
- Discuss building the mentoring relationship

MCS309 – Good Commissioners Need Head and Heart In this course we will discuss how the servant leadership concept is carried out in the commissioner service.

- Understanding the role of commissioners relative to the unit’s leadership.
- Understand the need to engage units in guided discovery process to identify unit needs.
- Provide communication skills to work effectively with units.

MCS312 – Recruiting the 21st Century Volunteer- All commissioners are responsible for recruiting other commissioners. This course familiarizes commissioners with the considerations and techniques that support recruiting volunteers who represent the generations of the 21st century. By the end of this session, each participant should...

- **Understand** the importance of recruiting
- **Describe** the motivations of volunteers
- **Identify** the attributes of a 21st century volunteer
- **Know** a method for recruitment

MCS313 – Onboarding Commissioners- In this session we will discuss the importance of onboarding commissioners in their new position and talk about who is responsible for making sure that onboarding happens. We will also discuss the onboarding process and how it is to be completed.

By the end of this session, each participant should...

- **Explain** why we onboard commissioners
- **Discuss** what is included in onboarding process
- **Know** who is responsible for onboarding

MCS314 – The Commissioner and the Professional In this course learn more about the relationship between the commissioner and the professional. How they can work closer together to reach a common goal to provide quality service to units.

- Understand the common origins of the commissioners and professionals and their goals.
- Discuss elements of a positive and productive relationship.
- Discover opportunities to work together to support unit success - “Tricks of the Trade”.
- Discuss “Volunteer-Driven and Professional Guided”

MCS316 – Developing the Units Service Plan- The Collaborative Assessment of a unit gives an in-depth picture of the unit, its strengths, and its needs. To work toward making systematic changes in the unit's service to youth, the Key 3 with the commissioner develops a Unit Service Plan using information from the Collaborative Assessment and other sources. This training will enable the commissioner to:

- Understand the role and involvement of the district operating committee in supplying specialized resources to support unit needs.
- Possess insight and awareness necessary to evaluate unit functions and identify the best available resources to assist with unit needs.
- Identify critical elements in collaborative detailed unit health assessments to improve unit performance and formulate a successful unit service plan.

MCS358 – Addressing Unit Challenges through Roundtables - Unit commissioners, roundtable commissioners, and administrative commissioners may have varying perspectives on unit service. The monthly roundtable plays a key role in unit service and in helping unit leaders address their challenges and roadblocks. A great roundtable team will deliver a quality event that encourages leaders to return each month. *By the end of this session, each participant should...*

- Recognize when units may need additional resources.
- Discuss resources that are available to support unit service.
- Understand how to help units resolve their challenges and roadblocks.

Doctoral Degree Level Courses (DCS)

Note: Completion of DCS 501 & 503 provides commissioners a foundation from which they will have the ability to pursue their Doctorate in Commissioner Science (DCS) thesis or project. Upon completion of the Requirements (on Page 6), a Council may award the Doctorate Degree.

DCS501 – Selecting Your Project or Thesis Topic-This session assists Doctoral Candidates in selecting their project/thesis concept. By the end of this session, each participant should...

- **Identify** what constitutes a good topic or focus area
- **Distinguish** between a project and thesis
- **Describe** Doctorate of Commissioner Science Degree and Knot requirements

DCS503 – Developing Your Project or Thesis-The project or thesis outline and a variety of suggestions for writing and revising the report are covered in this session. The course objectives are for the attendee to be able to:

- **Identify** the main parts of a project/thesis report
- **Develop** a first draft outline
- **Identify** methods of gathering information
- **Give** examples of common writing errors to be avoided when writing the project report or thesis.

DCS506 – Coaching Commissioners-Coaching is about relationships. It is the ability to listen, to observe, to share, to support and to engage in a way that will help others solve their own problems, grow as individuals, and attain their full potential. Coaching is the art of helping others arrive at conclusions

through their own analysis of the situation and facts. The learning objectives should allow each participant to...

- **Understand** the process of coaching
- **Discuss** the fundamental principles of coaching
- **Develop** effective coaching skills

DCS507 - Becoming a Project/Thesis Advisor-This course prepares a person who holds a Doctorate of Commissioner Science to become a thesis/project advisor. We will examine the requirements to be an advisor.

- Identify the requirements needed to be a Project/Thesis Advisor.
- Understand the role of a Project/Thesis Advisor.
- Explain the purpose of and the differences between a doctoral project and a thesis.
- Use the doctorate guidebook to advise doctoral candidates.

DCS512 – Recruiting for Diversity- How do we ensure that every unit is supported to offer a quality Scouting program? Simple. We recruit and empower enough commissioners for the task. The course objectives are for the attendee to be able to:

- **Describe** the need for diversity
- **Understand** the definition of diversity
- **Identify** the practices to be added to recruiting practices

Throughout this course we will come to a better understanding of the need for diversity in scouting volunteers as well as ways to work toward recruiting a more diverse commissioner corp.

DCS514 – Building Meaningful Relationships- Commissioner service is all about relationships. In this course we will discuss how commissioners may go about building and maintaining positive relationships with those they serve. We'll also explore possible pitfalls that can undermine relationships. The course objectives are for the attendee to be able to:

- **Discuss** the top ten characteristics people seek in positive relationships.
- **Explain** one way to measure relationships
- **Explore** possible mistakes that can harm relationships
- **Explain** how to rebuild a damaged relationship

DCS516 – Succeeding With the Unit Service Plan- In this session we will examine the district commissioner's role in completing unit service plans and how the district committee plays a key role in service plan completion. By the end of this session, each participant should...

- **Discuss** the importance of developing a Unit Service Plan
- **Identify** the district commissioner's role in the successful completion of Unit Service Plans
- **Understand** the role of the district committee in successfully completing a unit service plan

RECIPROCITY GUIDE

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 SELA Council College of Commissioner Science will credit courses from another Council to be applied towards a SELA Council College of Commissioner Science Degree, if prior approval has been obtained from the current SELA Council Dean of the College of Commissioner Science, the Council Commissioner, Staff Advisor to Commissioner Service, or the Council Scout Executive.

Classes taken at a University of Scouting that are not listed in the *Continuing Education for Commissioners Manual* do not transfer or count towards a degree requirement.

The College will honor Commissioners courses taken at the Philmont Training Center. Credit for a degree may be given if other requirements and pre-requisites are met.

Degrees Earned out of this Council.

The SELA Council College of Commissioner Science will honor Bachelor and master's 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. The SELA Council will honor degrees earned outside of the Council if the following conditions are met:

I. Bachelor of Commissioner Science Degree

Credit for a Bachelors of Commissioner Science Degree earned in a Commissioner's College of another council will be granted by the SELA Council if:

- A. The degree was earned in the last 5 years.
- B. The Commissioner has been an active Commissioner since earning the degree.
- C. The college required a minimum of 7 courses for the degree, with 5 from the Bachelor level.
- D. The college courses applied toward the degree are equivalent courses to the courses offered on the Commissioner Training page of the National BSA Website. Classes/Courses taken at University of Scouting do not count toward any degree.

If the Commissioner attended a week Commissioners course at the Philmont Training Center within the immediate past three years, credit for a Bachelor degree may be given if other requirements are met.

II. Master of Commissioner Science Degree

Credit for a Masters of Commissioner Science Degree earned in a Commissioner's College of another Council will be granted by the SELA Council if:

- A. The degree was earned in the last 5 years.
- B. The Commissioner has been an active Commissioner since earning the degree.
- C. The College required a minimum of 7 advanced courses for the degree above the Bachelor level program.
- D. The college courses applied toward the degree are equivalent courses to the courses offered in the Commissioner Training page of the National BSA Website. Classes taken at University of Scouting do not count toward any degree.

If the Commissioner attended a one a week Commissioners course at the Philmont Training Center within the immediate past three (3) years should be counted in lieu of the listed courses, credit for a master's degree be given if all other requirements are met.

III. Doctorate of Commissioner Science Degree

Credit for completed courses or a thesis toward a Doctorate degree will be given upon approval by the current SELA Council, Dean of the College of Commissioner Science, the Council Commissioner, Staff Advisor to Commissioner Service, or the Scout Executive. However, credit for courses or a thesis outside of the SELA Council will only be given if:

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

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

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

Any requirement or reciprocity issues not addressed by this document may be resolved by contacting the Registrar, who will seek resolution with the Dean of the College of Commissioner Science and the Council Commissioner.

LODGING FOR COLLEGE:

Lodging in Chalmette-22 minutes from Downtown New Orleans:

1. **Best Western Plus Chalmette**
3400 Paris Rd, Chalmette, LA 70043•(504) 309-6360
2. **Holiday Inn Express & Suites Chalmette, an IHG Hotel**
7905 W Judge Perez Dr, Chalmette, LA 70043•(504) 619-9900
3. **Marina Inn & Suites Chalmette**
5353 Paris Rd, Chalmette, LA 70043•(504) 277-5353

DIRECTIONS TO THE DOCVILLE FARM CAMPUS:

5128 E. St. Bernard Hwy.
Violet, LA 70092



