EXIT SURVEY PROCEDURES

1. The Vice Chair gets a copy of the exit survey form, reviews it and if there is any need, updates the questionnaire.
2. The Vice Chair coordinates with the Entrep Coordinator of the Review Module regarding the number of graduating students and the date when the survey can be conducted.
3. The Secretary reproduces the exit survey form based on the number of graduating students.
4. The Vice Chair conducts the survey to one of the Review subjects on a date set by the Area Coordinator of the Review Module.
5. The Vice Chair, assisted by the Secretary, compiles the data gathered using the exit survey form.
6. The Vice Chair processes the data using descriptive statistics and writes a report.
7. The Vice Chair presents the report in the next Decision Sciences and Innovation Department Meeting highlighting the results of the survey.
8. Faculty members of the Decision Sciences and Innovation Department deliberate on actions to be taken to improve the accountancy program.
9. Procedures and policies are crafted to support the actions to be implemented by the Decision Sciences and Innovation Department.